



Person Specification
School Secretary/Cambourne Campus

Requirement	Essential	Desirable
Qualifications	Good level of general education to at least GCSE level in English and Maths or equivalent. Evidence of any qualifications or training related to the skills in the job description.	First aid training
Knowledge and Experience	Accurate and efficient data entry skills. Able to use a range of ICT, including Microsoft Office Word, Outlook Express and the internet. Able to work independently and to use own initiative. Able to work to, and to meet, deadlines. Able to focus within a very busy environment.	Evidence of employment in a position of responsibility. Experience of setting up or updating a website. Experience of SIMS. Experience of working in a school environment Experience of finance administration Experience of managing finance and funding for a pre-school/nursery setting
Skills	Able to: communicate effectively both orally and in writing with staff, students, parents and outside agencies. support others and work as part of a team. develop excellent relationships with staff and others. be approachable and adaptable. deal sensitively and confidentially with people. follow instructions, organise and prioritise workload efficiently and communicate effectively with all members of the school community. seek advice and support when necessary.	
Interpersonal Skills	Total honesty, integrity, and reliability. Good inter-personal skills and ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm. Flexibility and willingness to be involved in the school and see the school as a community. Energy, enthusiasm, adaptability and good humour.	