



Highclare School

PERSON SPECIFICATION Assistant Secretary

Essential Skills Required

1. Excellent keyboard and ICT skills including good knowledge of Microsoft Word
2. Excellent telephone manner essential
3. Excellent communication skills
4. Good administration and organisational ability
5. Empathy with young children
6. Willingness to undertake training as required
7. A minimum of A* - C in GCSE English and Maths (or equivalent)

Desirable skills

1. Higher level qualification in word processing / typing
2. School experience
3. Knowledge of SIMS or other school MIS systems would be an advantage
4. Shorthand

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to the Disclosure and Barring Service.