

Upton St Leonards C of E Primary School – School Secretary

Person Specification

	Essential	Desirable
Qualifications	- GCSEs (or equivalent) in English and Maths (Grade C/4 or above) - Relevant administrative or business qualification (or willingness to work towards)	- NVQ Level 3 (or equivalent) in Business Administration - First Aid qualification (or willingness to train)
Experience	- Experience working in an administrative or office environment - Experience of dealing with the public/customers in a professional manner - Experience of managing confidential information appropriately - Experience of working with ICT systems (e.g. email, databases, Microsoft Office)	- Experience working in a school or educational setting - Experience of attendance monitoring and reporting - Experience of financial administration (payments, invoicing, budget tracking) - Experience of using school systems (e.g. SIMS, Parentpay)
Knowledge and Understanding	- Understanding of effective administrative systems and processes - Understanding of data protection and confidentiality - Awareness of safeguarding responsibilities in a school setting - Understanding of the importance of accurate record keeping and reporting	- Knowledge of school procedures and statutory requirements (e.g. attendance regulations, census returns) - Understanding of financial processes within schools - Awareness of working with external agencies and professionals
Skills and attributes	- Excellent communication skills (written and verbal) - Strong organisational skills with ability to prioritise workload and meet deadlines - High level of accuracy and attention to detail - Ability to work independently and as part of a team - Professional, welcoming and approachable manner - Ability to handle sensitive situations with discretion and tact - Competent IT skills - Ability to adapt and respond to changing priorities	- Ability to analyse and present attendance/data reports - Problem-solving skills and initiative - Experience of producing newsletters and parent communications - Confidence in liaising with professionals, parents and external agencies

Safeguarding Statement	The successful candidate will be committed to safeguarding and promoting the welfare of children and young people. They will demonstrate a clear understanding of safeguarding policies and procedures, safer recruitment practices, and their responsibility to report concerns promptly and appropriately. The postholder will contribute to a culture where safeguarding is everyone's responsibility.
Church of England Ethos Statement	The successful candidate will support and actively contribute to the Christian vision and values of the school. They will demonstrate an understanding of the distinctive nature of a Church of England school and a commitment to fostering an inclusive, nurturing environment where all members of the school community are treated with dignity, respect and compassion and are enabled to flourish.