

PERSON SPECIFICATION

Job Title Secretary to Pastoral Office Manager & Personnel and Exams Manager

Grade: Grade 2

Method of Assessment M.O.A

AF = Application Form; I = Interview; T = Test or Exercise; P = Presentation

| CRITERIA | ESSENTIAL | M.O.A |
|--|---|--|
| EXPERIENCE (RELEVANT WORK AND OTHER EXPERIENCE) | Experience of computerised administration Systems Experience in a general administration environment Experience of reception work | AF/I AF/I AF/I AF/I |
| SKILLS AND ABILITIES (EG WRITTEN COMMUNICATION SKILLS, DEALING WITH THE PUBLIC) | Able to work to deadlines IT Skills, especially spreadsheet and data input Good communications skills Able to communicate in a clear and concise manner both on the telephone and face to face Ability to complete work to the required standards of accuracy and presentation Able to follow set procedures Ability to work on own initiative with minimum supervision | AF/I AF/I AF/I AF/I AF/I AF/I AF/I |
| TRAINING | Willing to undertake Job related training | AF/I |
| EDUCATION/QUALIFICATIONS NB FULL REGARD MUST BE PAID TO OVERSEAS QUALIFICATIONS | A* -C in GCSE English or equivalent | AF/I |
| OTHER | Flexibility over working hours Ability to work as part of a team and to adapt to changes in the work place Willingness to work school holidays | AF/I AF/I AF/I |
| CONTRA DICTION | Criminal convictions involving offences against children | AF/I |

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY

COMPILED BY: S PINFIELD DATE: 24 JANUARY 2012

(Shortlisting/Interviewing Panel): S Pinfield, A Mills