



## Person Specification: Senior Secretary

### **Method of Assessment (M.O.A.)**

A.F. = Application Form/Letter; I = Interview; T = Test or Exercise;

P = Presentation

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Experience of working in a busy office environment.	AF/I
	Experience of working in a school office (Desirable).	AF/I
	Experience of a wide range of administrative functions.	AF/I
	Experience of dealing with queries and requests for information promptly and effectively.	AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	Good working knowledge of Microsoft office (Word and Excel).	AF/I
	Excellent interpersonal and communication skills.	AF/I
	Good organisational skills.	AF/I
	Ability to interpret varying situations and solve problems on a day to day basis.	AF/I
	Ability to work with autonomy within set boundaries.	AF/I
	Ability to cope with conflicting demands, deadlines and interruptions.	AF/I
	Ability to meet the physical demands of the post.	AF/I

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<b>TRAINING</b>	Interest in own personal development and willingness to undertake further training.	AF/I
<b>EDUCATION/ QUALIFICATIONS</b>  <b>NB Full regard must be paid to overseas qualifications</b>	GCSE's in English and Mathematics at grade A*-C or equivalent.	AF/I
<b>OTHER</b>		
<b>CONTRA INDICATION</b>		

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