



HM Government of Gibraltar

Non-Permanent School Secretary Job & Person Specification

DEPARTMENT: Education
POST: Non-Permanent School Secretary
RESPONSIBLE TO: Headteacher

JOB PROFILE:

To provide the secretarial and administrative assistance appertaining to the post to the requirements of the school.

The main functions of the post are:

- Supervision of subordinate clerical staff (where applicable).
- Providing advice or responding to demands from inside and outside the school.
- Receiving and attending to visitors to the School.
- Opening and distributing incoming mail, according to school regulations or as directed by the Headteacher.
- Receiving and processing incoming information; linking and crosschecking outgoing information.
- Receiving and transmitting telephone or written message in accordance with school regulations or as directed by the Headteacher.
- Setting up, maintaining and searching files and records both computerised and electronic as necessary.
- Performing basic calculations in connection with the processing of school orders, imprests and other school funds.
- Operation of a range of equipment in support of computer systems.
- The maintenance of basic financial records as and when required.

- Liaise with Headteacher and Department of Education in order to verify and prepare accounts, claims and returns for approval and signature by a senior officer.
- Issuing of Quick Quotes via the S2C system
- Raising School Capitation Orders and chasing all pending deliveries and invoicing.
- Reconciliation of school capitation against the Department of Education accounting records on a quarterly basis.
- Assisting teachers with school trips.
- Assisting with stationery and stocktaking under Headteachers instructions.
- Liaise with the Department of Education for unserviceable items requests as and when required.
- Drafting letter, minutes, notes, reports and submissions.
- Contacting the Department of Education, other Government offices and members of the public to collect or ascertain facts or information.
- Operating other office equipment such as photocopiers, facsimile machines, telephones, sending emails etc.
- Producing a full range of shorthand and audio typing work including copy typing as required and specified by an authority.
- Attending to the needs of sick pupils as instructed by the Headteacher.
- Any other duty appropriate to the post, which may be required up on the instructions from the Headteacher.

Conditions: -

School Holidays: Hours of working as required by the school and determined by the Director of Education.

Annual Holidays: To be taken during school recesses.

PERSON SPECIFICATION – NON-PERMANENT SCHOOL SECRETARY

| Criteria | Essential | Desirable |
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| Qualifications: | <p>Two GCSE (or GCE 'O' Level) passes at grades A, B or C or two CSE grade 1, or two CEE grades 1, 2 or 3 one of which must be in English Language.</p> <p>Or</p> <p>A full GNVQ (Intermediate) pass or BTEC (Intermediate) pass or BTEC (First Diploma) pass, together with a GCSE (or GCE 'O' Level) pass at grades A, B or C or CSE grade 1 or CEE grades 1, 2 or 3 in English Language.</p> | <p>OCR/RSA Stage III (Advanced) in typewriting skills or equivalent.</p> <p>OCR/RSA Stage II (intermediate) with distinction, Word Processing or Text Processing qualification (with distinction), or equivalent.</p> |
| Experience: | Secretarial/Clerical experience and dealing with the public. | Record keeping and minute taking skills. |
| Knowledge: | <p>Computer literacy in dealing with standard MS Word and data processing, spreadsheet & communication packages.</p> <p>Must be fluent both in the written and oral command of the English Language.</p> | |
| Key Skills and Behaviours: | <p>Effective communication and good organisational skills.</p> <p>Ability to act on own initiative.</p> <p>Able to display discretion and a professional and respectful manner at all times.</p> <p>Ability to work under pressure, meet tight deadlines and use initiative to prioritise workloads.</p> <p>Ability to keep an office diary meticulously and able to display good telephone techniques.</p> <p>Good analytical skills.</p> | |
| Other requirements: | <p>Ability to be flexible. Able to work extra hours should an emergency arise.</p> <p>Look presentable at all times and convey an appropriate image.</p> | |