

ORATIA DISTRICT SCHOOL



'A community striving to succeed and acting with integrity'

ADMINISTRATION SECRETARY

PERSON SPECIFICATIONS

Our administration secretary has the following characteristics or traits:

- Energetic
- Efficient
- Excellent time management
- Highly organised
- Punctual
- Flexible
- Can remain calm under pressure
- Has a sense of humour
- Is accommodating of children and adults alike
- Is a positive person
- Can respect and maintain a high sense of confidentiality
- Has integrity and is honest
- Polite
- Is a team player

Our administration secretary has the following skills:

- Outstanding interpersonal and communication skills
- An excellent phone manner
- Excellent computer skills and is very knowledgeable with a range of software
- Takes pride in their work and completes tasks to a high standard
- Has excellent proficiency in English and correspond in writing to a high level
- Presents themselves with pride
- Will represent our organisation with pride