

## Secretarial Person Specification

Successful applicants are expected to demonstrate all of the essential criteria through their education, work experience and development of skills, knowledge and abilities.

The desired criteria are not fundamental to the role but will be an advantage to applicants.

	Essential	Desired
<b>Appearance and Attitude</b>	<ul style="list-style-type: none"> <li>Professional appearance and manner</li> <li>Positive and flexible</li> <li>Willingness to learn</li> </ul>	
<b>Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>One or more years experience as a Secretary</li> <li>A high touch typing speed per minute or a RSA 3 typing standard</li> <li>Experience with Excel and Word</li> </ul>	<ul style="list-style-type: none"> <li>Three or more years experience as a Legal Secretary</li> <li>Achievement of an IT GCSE, Clait or a European Computer Driving License. Equivalent qualifications will be accepted.</li> <li>Achievement of an English and Maths GCSE to a grade C or above. Equivalent qualifications will be accepted.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Appreciates confidentiality</li> <li>Demonstrates strong organisational skills</li> <li>Strong people skills and communication</li> <li>Copes with pressure</li> </ul>	
<b>Personality and Motivation</b>	<ul style="list-style-type: none"> <li>Self motivated and reliable</li> <li>Participates within the firm</li> </ul>	