

PRESBYTERIAN CHURCH IN IRELAND

Union Theological College

Personnel Specification

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| JOB TITLE: | Senior Secretary |
| LOCATION: | Union Theological College |
| RESPONSIBLE TO: | The Registrar/Bursar |
| SALARY SCALE: | Administrative Scale 4 (£20,344 - £23,428 per annum) |
| MAIN FUNCTION/PURPOSE OF JOB: | To provide confidential secretarial and administrative support for the Principal and the Dean of Ministerial Studies and the College generally. |

CRITERIA

1. Qualifications and Knowledge:-

Essential

OCR (RSA) Stage II Word-Processing or equivalent in competence or qualifications;
Minimum of 5 GCSEs (grades A-C) including English Language or equivalent qualifications
Proficient in the use of standard office IT systems, with appropriate IT skills to be able to update the College website

Desirable

OCR (RSA) Stage III Word-Processing or equivalent
Knowledge of the structures of the Presbyterian Church in Ireland
GCSE Maths grade C or equivalent qualification

2. Relevant Experience:-

Essential

At least 3 years' experience of working in a secretarial role and of having a senior level of responsibility for general administration in an office environment
At least 3 years' experience in the use of Microsoft Office
Previous experience of being a Personal Assistant in an office environment

Desirable

Previous experience in the use of PowerPoint
Previous experience of scanning documents and pictures
Previous experience of updating websites using content management software
Previous experience of administration in an educational or academic environment
Previous experience of delegating tasks to others

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3. Special Aptitudes:-

Essential

Be able to communicate fluently both orally and in writing

Have a high level of interpersonal skills

4. Disposition:-

Essential

Be able to use own initiative in order to work alone and unsupervised

Have the ability to prioritise and meet deadlines

Be trustworthy in handling cash and cheques

Have a strong appreciation of the need for confidentiality

Be adaptable and willing to undertake menial tasks when the need arises

Be approachable, pleasant and tactful in relating to a variety of people

Be reliable and consistent in the performance of duties

Relate positively to management direction

Desirable

Be willing to facilitate others in the fulfilment of their duties

Be prepared to exercise his or her initiative when necessary

Be able to listen patiently and respond in an understanding manner

5. Physical Requirements:-

Essential

Health – such as to allow for attendance, reliability and work proficiency (reasonable adjustments will be made for those with a disability).

Appearance – must be acceptable within the working environment.

6. Special Circumstances:-

Essential

Willing to work within the Christian ethos of the Presbyterian Church in Ireland and of Union Theological College.