

# Useful Skills to have to work in a School Office

Ability to work under pressure, in a very busy environment with constant interruptions

Experience of working with young people

Ability to adapt quickly to different situations

Good Communication Skills written & face to face

Patience

Understanding & Sympathetic

Flexibility & ability to multi task

Ability to use your own initiative

IT literate particularly Microsoft Office software

Good organisational skills

Confident & friendly telephone manner

Sense of Humour

Confidentiality & Trustworthiness

Assertiveness

Sensitivity to your own needs & those of others

Ability to work independently or as part of a team