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School Secretary Interview Questions

1. Why do you want to work as a school secretary?
2. Can you please tell us more about your relevant working experience?
3. How do you imagine a typical day in this job?
4. How would you describe your skills with MS Office (or other common office software)?
5. What do you expect from the Principal and other staff members you will cooperate with in the job?
6. Tell us about a time when you had to work on multiple projects (or tasks) simultaneously.
7. How will you make sure that student files and other sensitive data remain secure in your office?
8. Tell us about a time when you felt overwhelmed with work. How did you handle it?
9. Do you have any experience with simple payroll, or bookkeeping?
10. How do you plan to make sure that you stay compliant to all rules and regulations within your work?
11. What do you do to avoid making mistakes in your work?
12. What motivates you the most?
13. Talking about a job of a secretary, what do you consider your greatest weakness?
14. After everything we discussed here, do you have any questions?

Source & answers to the questions: <https://interviewpenguin.com/school-secretary-interview-questions/>