

PERSON SPECIFICATION

Receptionist/Administration Assistant

Attributes	Essential	Desirable	How Identified
Education and Training			
<ul style="list-style-type: none"> • GCSE C or above in Maths and English; • Professional qualification in Administration; and • First Aid certificate (training will be provided if not held). 	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • 	Application Form
Experience			
<ul style="list-style-type: none"> • Prior reception/customer service experience; • Prior experience of working in a school or with young people in an education setting; • Ability to work as part of a team. 	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • 	Application Form & References
Knowledge/Skills			
<ul style="list-style-type: none"> • Excellent communication and strong organisational skills; • Strong administration skills, able to adeptly deal with pupil records and reports, filing, emailing, completing registers and school returns; • Knowledge, understanding and competence in ICT; • Efficiency - dealing with routine telephone calls, face to face enquiries, signing visitors in at Reception, in an efficient and courteous manner; • Ability to handle confidential information sensitively; • Ability to communicate effectively with 7 - 11 year old pupils; • Ability to work closely and productively with teachers and support staff; • Ability to communicate effectively and diplomatically with parents when appropriate; • Excellent time management skills, with an ability to prioritise work accordingly; • A flexible work ethic; and • Knowledge, understanding and competence of current school software including Integris, Parentpay, Medical Tracker. 	<ul style="list-style-type: none"> • • • • • • • • • • 	<ul style="list-style-type: none"> • 	Application Form & Interview
Personal Attributes			
<ul style="list-style-type: none"> • A genuine liking for young people; • Professional, patient and caring manner; • An effective team player; • Reliable; • A commitment to continuous professional development; • A willingness to be involved in extra-curricular activities; • A commitment to upholding the values and policies of the school - particularly with regard to promoting the welfare of, and safeguarding, children. 	<ul style="list-style-type: none"> • • • • • • • 	<ul style="list-style-type: none"> • 	Application Form References & Interview