

AYLWARD PRIMARY SCHOOL

Person Specification: Receptionist/Admin Assistant, Aylward Primary School

Under the following headings, these qualities are required:

1. JOB RELATED KNOWLEDGE, APTITUDES AND SKILLS:

- i) Excellent interpersonal skills and ability to respond sensitively to others.
- ii) Ability to work within a team, independently and under pressure.
- iii) Ability to effectively communicate successfully both verbally & in writing information at an appropriate level, and suitable style, having assessed the audience
- v) Knowledge of how a school works
- vi) Ability to prioritise different tasks and manage own workload

2. EXPERIENCE:

Successful experience of working in a busy office environment, preferably in a school
Successful experience of dealing with enquiries and responding positively and quickly
Successful experience of working on a school information systems i.e. Arbor
Organising office filing systems and using databases
Good ICT skills and experience in Microsoft Office
Confident user of computers and management information software and systems commonly used in schools
Knowledge of effective safeguarding procedures.

3. EDUCATIONAL ACHIEVEMENT, QUALIFICATIONS AND TRAINING:

GCSE or equivalent in English and Mathematics
Good ICT and data base skills

4. PERSONAL QUALITIES:

Ability to relate positively to children and adults
Ability to establish good working relationships with colleagues, parents and other professionals involved with supporting children.
Enthusiasm, patience, caring attitude, flexibility and sense of team membership.
Ability to deal sensitively with confidential information.

5. PHYSICAL:

No special requirement except to be fit enough to cope with the demands and stresses of the job.

6. EQUAL OPPORTUNITIES:

Commitment to equality of opportunity for all adults and children irrespective of gender, ability and ethnic origin.

7. DESIRABLE QUALITIES:

Commitment to ongoing professional development and willingness to attend relevant training sessions.
Sense of humour.
Integrity and reliability in the handling of sensitive and confidential documents and information.
A willingness to adapt to an ever developing environment.
A First Aid Certificate would be an advantage