



## Person Specification

### School Receptionist and Administrator

	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; TRAINING</b>		
NVQ 2 or equivalent qualification or experience in Business Administration or relevant discipline		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
A willingness to undertake and maintain first aid and fire marshal training.	*	
<b>KNOWLEDGE</b>		
Ability to create and analyse complex data		*
<b>EXPERIENCE</b>		
Previous experience of busy reception areas or administrative offices.	*	
Previous experience of working within an educational setting.		*
Working under pressure to clear deadlines.	*	
Ability to work as part of a team understanding school roles and responsibilities and your own position within these.	*	
Previous working knowledge of SIMS.net database.		*
An interest in office processes and systems.	*	
Willingness to identify and develop own IT skills.	*	
<b>PROFESSIONAL SKILLS</b>		
Communicate effectively verbally, in writing and through IT.	*	
Good knowledge of IT with previous experience of Microsoft Office.	*	
Strong organisational and administrative skills.	*	
Good interpersonal skills.	*	
<b>PERSONAL QUALITIES</b>		
Assertive, motivated, and committed.	*	
Ability to communicate clearly, accurately, politely, and helpfully with staff, governors, children, parents, visitors and contractors in order to provide a welcoming point of contact at all times for people who come into, call or email the school.	*	
Good time management skills	*	
Tact, sensitivity, integrity and good judgement.	*	
Commitment to Equal Opportunities.	*	

Willingness to work within the Catholic ethos of the school and MAC	*	
<b>SAFEGUARDING</b>		
<ul style="list-style-type: none"> <li>• Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults s/he is responsible for, or comes into contact with</li> <li>• Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.</li> <li>• Ensure compliance to Safeguarding Policies and Procedures within the MAC</li> </ul>		
<b>OTHER RESPONSIBILITIES</b>		
<p>All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures</p> <p><b>St Anthony's Catholic Primary School, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory references and other satisfactory pre-employment checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.</b></p> <p>An online search will also be carried out as part of due diligence on all short-listed candidates.</p>		