



Person Specification: School Receptionist/Administrator

	Essential	Desirable
Qualifications & Training	<ol style="list-style-type: none"> 1. Good standard of general education including English and mathematics 2. Good communication skills, both verbal and written 	<p>typing/secretarial qualification First Aid qualification</p>
Experience	<ol style="list-style-type: none"> 3. Experience of working successfully and co-operating as a member of a team 4. Office experience 	<p>experience of undertaking a range of administrative tasks school admin experience</p>
Professional Values	<ol style="list-style-type: none"> 5. Wish to work within a School and be sympathetic to the school's values, meeting the expectations of the school's governing body 6. Establish and maintain good professional relationships with pupils, parents and colleagues 	
Knowledge and understanding	<ol style="list-style-type: none"> 7. Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion 8. Have confident IT skills including Word, Excel and email 	<p>experience of working with Integris G2 Basic finance and banking practices</p>
Skills	<ol style="list-style-type: none"> 9. Be able to work effectively while dealing with regular interruptions 10. Establish and develop appropriate relationships with parents and governors 11. Communicate effectively (both verbally and in writing) at all levels e.g. pupils, staff, parents, visitors 12. Promote a positive working environment 13. Ability to work with minimal supervision and to act on own initiative 14. Produce accurate work 	<p>be able to prioritise workloads problem solving</p>
Personal Characteristics	<ol style="list-style-type: none"> 15. Punctuality 16. Approachability and empathy 17. Organisation and Resourcefulness 18. Resilience and ability to work under pressure 	<p>creative and enthusiastic</p>
Special requirements	<ol style="list-style-type: none"> 19. Will be required to undergo an Enhanced Criminal records check via the Disclosure and Barring Service 	