

PERSON SPECIFICATION

RECEPTIONIST & ADMINISTRATION ASSISTANT



CRITERIA	QUALITIES
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a school office • Experience of general clerical/administrative duties. • Knowledge of Arbor & School Money or similar platforms. • Experience of adaptation to new IT platforms in a school. • NVQ Level 2 in Administration or relevant subject or equivalent qualification. • Good literacy and numeracy skills. • Good organization skills • Ability to work on own initiative • Able to work as part of a team
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Ability to demonstrate knowledge and use a wide range of current ICT systems and packages, including: <ul style="list-style-type: none"> ○ Microsoft Word and Excel ○ Emails ○ Arbor & other database systems • Ability to use relevant technology and equipment e.g. computer/ keyboard/ photocopier • Good keyboard skills. • Excellent communication skills and ability to deal with a range of stakeholders • Ability to work under own initiative and seek management assistance when appropriate. • Ability to prioritise workload and meet deadlines. • Ability to work in a fast-paced environment. • Ability to always maintain confidentiality.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Self-awareness: learn continuously and adapt following feedback. • Personal effectiveness: resilient, flexible and proactive. • Communication: listens and shares information effectively. • A Knowledge of Equality & Diversity issues. • Ability to understand and relate well to children and adults. • Ability to work constructively as part of a team, understanding school roles and responsibilities and own position in these. • Ability to identify your own training needs and willingness to participate in training and development opportunities. • To comply with the schools commitment, policies and procedures in relation to the protection and safeguarding of children.