

The Sele School

Person Specification – Receptionist / Administrator

ESSENTIAL	DESIRABLE	How Assessed	
		Application Form	Interview
Qualification and Training <ul style="list-style-type: none"> • GCSE as a minimum - grade C or above 	<ul style="list-style-type: none"> • Maths and English 	✓	
Experience The post holder will have experience of: <ul style="list-style-type: none"> • Excellent administration/typing skills • Excellent communication skills 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working with young people 	✓	✓
Knowledge The post holder will demonstrate the following knowledge: <ul style="list-style-type: none"> • Fully Competent ICT skills – Word, PowerPoint, Excel, Microsoft Outlook 	<ul style="list-style-type: none"> • Knowledge or understanding of secondary school procedures. • Knowledge of Arbor 	✓	✓
Skills and Abilities <ul style="list-style-type: none"> • Ability to work independently showing initiative • Ability to work as a member of a collaborative team • Good interpersonal skills with the ability to communicate effectively at all levels • Capacity to remain calm and to cope under pressure and with the unexpected 		✓	✓
Other Requirements <ul style="list-style-type: none"> • Be discrete and committed to the school. • Ensure confidentiality • Have a positive approach to the workplace • Understanding the needs of children • Good sense of humor 			✓