

Person Specification

Job Title: Receptionist/Administration Assistant



	Essential	Desirable
Qualifications		• Educated to GCSE 'C' Level standard, particularly maths and English • First aid trained
Knowledge required	• A basic understanding of how a school office runs • Understanding of the need to put the customer first • Safeguarding	• Knowledge of SIMS database • Awareness of what Pupil Premium funding is
Skills/aptitudes required	• Excellent time management, interpersonal, organisation, written and communication skills • Ability to establish positive relationships with parents • Ability to work as part of a team • Adaptable to the changing needs of children and adults • Ability to maintain high professional standards • Able to deal with confidential information sensitively and appropriately in line with school policy • Able to stay calm, patient and polite whilst working under pressure • Able to work with a high degree of accuracy • Ability to meet milestone and deadline dates • Ability to use own initiative	• The ability to work at a quick pace • Understand the necessity to support colleagues and be flexible • Willingness to learn
Experience required	• Good ICT skills	• Previous experience of working in a school environment
Personal qualities	• Ability to listen and have good interpersonal skills • Ability to demonstrate a genuine interest and concern for others • Willingness to work towards the development of the school • Enthusiastic and having a sense of humour • Ability to show sensitivity and diplomacy • Committed to continuing professional development of self and others in the school	• A will to take risks, have a go and make a difference • A 'can do' attitude • An understanding of growth mindset
Circumstances	• DSB clearance • Suitable to work with children	