

Person Specification Casual Administrator / Receptionist

SKILLS, QUALITIES AND ABILITIES	ESSENTIAL	DESIRABLE
NVQ level 2 or equivalent qualification or experience in relevant discipline.	•	
Experience of working on reception		•
Experience of greeting visitors and guests and making them feel welcome in a positive and friendly manner		•
Experience of working in a school environment		•
Experience of clerical duties and office procedures	•	
Approachable with good interpersonal skills	•	
A good standard of personal presentation	•	
Ability to promote a positive image of the Academy	•	
Excellent communication skills	•	
Good numeracy/literacy skills	•	
Good working knowledge and use of specialist ICT packages, including Microsoft Word and EXCEL	•	
Good working knowledge and use of specialist ICT packages, power point and publisher		•
Good keyboard skills	•	
Ability to relate well to children and adults	•	
Ability to form and maintain appropriate relationships with all stakeholders	•	
Ability to remain calm, composed and flexible within a busy and demanding environment	•	
Ability to work effectively within a team and largely on own initiative	•	
Ability to maintain confidentiality	•	
Knowledge and understanding of GDPR	•	
Willingness to attend training courses	•	
Flexible	•	
Hold an Emergency First Aid certificate		•
Experience of school management information systems (MIS) eg Bromcom		•
Support the Catholic Ethos of the School	•	
Have a strong commitment to Safeguarding and the welfare of children	•	

St Raphael the Archangel CMAT is committed to the safeguarding and welfare of young people