

PERSON SPECIFICATION



School Receptionist/Administrator

The following outlines the criteria for this post.
Applicants should describe in their application how they meet the criteria.

Requirement: Essential (E) / Desirable (D)

Qualifications:

GCSE grade 5 / C (or equivalent) in English and Maths (E)

Business Administration qualification (D)

First Aid qualification (D)

Safeguarding training (D)

Experience:

Proven Reception experience or in a customer facing role preferably within a school or busy office environment (E).

Experience of handling telephone enquiries and face-to-face visitors (E)

Experience of maintaining confidential records (E)

Experience working in an educational setting (D)

Experience of managing visitor sign-in and safeguarding procedures (D)

Knowledge of special educational needs, disabilities, physical, health and social/emotional needs (D).

Knowledge of safeguarding and child protection (D)

Skills:

Confident, professional and welcoming manner with a flexible approach to work (E)

Excellent communication skills, both verbal and written (E)

Reliable and punctual (E)

Highly organised with the ability to manage competing priorities independently (E)

Ability to remain calm under pressure, with a high degree of integrity and discretion in handling sensitive, confidential information (E)

Strong IT skills, including proficiency in Microsoft Office (Word, Excel, Outlook) (E)

Experience with Management Information Systems (e.g. iSAMS, CPOMS) (D)