



PERSON SPECIFICATION
Receptionist/Administrative Assistant
(School Office Support) Job Family 1913

Key to measurable: A = application, E = experience, I = interview

| Requirements for the post | Essential | Desirable | Measurable |
|--|------------------|------------------|-------------------|
| Excellent telephone manner and communication skills | • | | E, I |
| Excellent interpersonal skills | • | | A, E, I |
| Pleasant and welcoming manner | • | | I |
| Good keyboard skills | • | | A, E |
| A minimum of GCSE grade C (or equivalent) in English and Maths | | • | A, I |
| Cash handling, banking and Invoicing experience | | • | |
| Experience in the use MS Office programmes (Word, Excel, Outlook) | • | | A, E, I |
| Experience in the use of database systems | | • | A, E, I |
| Experience of working in a Receptionist role | | • | A, E, I |
| Experience of working in a busy office | | • | A, E, I |
| The ability to work under pressure in a demanding and busy environment | • | | A, E, I |
| Well organised | • | | A, E, I |
| Familiarity with education, and an understanding of, and commitment to, the School's ethos | | • | A, E, I |
| Ability to work flexibly including working outside the contracted working pattern and across other school sites | • | | I |
| Flexible and supportive with the ability to work cohesively as a member of the administrative team and whole school team | • | | A, I |
| Able to use initiative and show maturity, tact and discretion | • | | A, E, I |
| Smart and personable appearance at all times e.g. office dress | • | | I |
| Enjoy working in an environment with children aged 0-5 years | • | | A, I |
| A willingness to undertake professional development | • | | A, I |
| Personal integrity and loyalty, remaining confidential at all times | • | | A, E, I |
| Excellent time keeping and pattern of attendance | • | | A, I |
| Patience and empathy | • | | A, E, I |
| Willingness to 'go the extra mile' | • | | A, E, I |
| A positive attitude | • | | I |