

## PERSON SPECIFICATION

### Junior School Receptionist / Administrative Assistant



AREA	ESSENTIAL	DESIRABLE	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>To be educated to at least GCSE level</li> </ul>		- Application
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Evidence of continuing professional development</li> </ul>		- Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of providing a comprehensive, professional reception service, including meeting and greeting visitors, answering the telephone, dealing with pupil and parent enquiries.</li> <li>Experience of the specific responsibilities within the job description.</li> <li>Excellent Telephone manner: pleasant, approachable, ability to take messages and ensure these are delivered.</li> <li>Ability to use systems in place deal with late arrivals, look after visitors, and liaise with other members of staff.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a school environment would be advantageous</li> </ul>	<ul style="list-style-type: none"> <li>- Application</li> <li>- Interview</li> <li>- References</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Strives for excellence in all aspects of work</li> <li>Good communication and interpersonal skills; including parents, staff and pupils</li> <li>IT literate/must possess good skills creating and printing labels/envelopes Ability to update lists, create certificates etc. Update templates on the system</li> <li>Must possess an open and friendly personality, willing attitude and intelligent approach to tasks.</li> <li>Flexible in approach to all work undertaken; be able to multi task</li> </ul>	<ul style="list-style-type: none"> <li>Use PASS to record pupil absence and attendance</li> </ul>	<ul style="list-style-type: none"> <li>- Application</li> <li>- Interview</li> <li>- References</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>a 'can do' person who works positively and collaboratively</li> <li>Well-organised, energetic and self-motivated</li> <li>Evidence of being able to build and sustain effective working relationships with students, staff and parents</li> <li>play a full and active role in the wider development of the school</li> </ul>	<ul style="list-style-type: none"> <li>An excellent health and attendance record</li> </ul>	<ul style="list-style-type: none"> <li>- Application</li> <li>- Interview</li> <li>- References</li> </ul>