

## **JOB SPECIFICATION**

### **School Administrative Assistant & Receptionist**

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications and Training	Good understanding of maths and English Good standard of written English	RSA (or equivalent) typing skills GCSE C or above (or equivalent) maths and English First Aid Training
ICT skills	Competent in the use of Microsoft Word and Excel	Familiar with SIMS, Powerpoint and other packages
Personal qualities	A sense of humour and patience Pleasant and welcoming manner. Excellent time keeping and pattern of attendance. Personal integrity and loyalty, remaining confidential at all times Ability to use initiative Effective and clear communication skills A team member	
Office and reception skills	Good administration skills. Accuracy and attention to detail. A professional and welcoming manner. Able to work to deadlines, use own initiative and keep line manager appraised.	Experience of reception duties. Experience of working in an educational environment