



DREAM BELIEVE ACHIEVE

JOB DESCRIPTION

RECEPTIONIST / CLERICAL ASSISTANT

POST DESIGNATION	RECEPTIONIST / CLERICAL ASSISTANT
DEPARTMENT	EDUCATION
RESPONSIBLE TO	OFFICE MANAGER
GRADE	GRADE 3
HOURS	37 HOURS PER WEEK – TT ONLY (JOB SHARE POST)

PERSONAL SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE (Relevant work and other experience)	Some relevant general office experience	Experience of working in a school or local government environment - public sector
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Good written and oral communication skills Understanding the need for confidentiality. Calm, polite, pleasant and efficient manner with all contacts Flexible attitude towards day to day tasks. Ability to work effectively as part of a team. Understanding of Equality in the work place	

TRAINING	Willing to take on any training that is required to meet the demands and changes of the job role	
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualification	NVQ LEVEL 1 in General Administration Literacy and numeracy skills	Minimum Maths and English GCSE grade C.
OTHER	Competent at using MS Office suite	