



St Marys C E Primary School

Person Specification – Welcoming & Welfare Officer

The person specification is an important part of the recruitment process. It should be read carefully. You need to show how you meet the following criteria:

| | Essential | Desirable | Evidenced in |
|---|-----------|-----------|-----------------------------------|
| Education & Professional Qualifications | | | |
| Minimum of GCSE English and Maths (grade C and above) | • | | Application Interview |
| Good general standard of education and IT skills | • | | Application Interview |
| Evidence of continuous professional development | • | | Application |
| Ability to perform a range of administrative tasks | • | | Application Interview |
| Offer superb customer service skills | • | | Application Interview |
| Demonstrable outstanding ICT skills particularly in the use of MIS systems such as SIMS as well as Microsoft Office, Parent Mail programs | • | | Application References |
| Awareness of Safeguarding and Child Protection legislation | | • | Application Interview |
| Experience | | | |
| Relevant and recent experience working within an education setting | | • | Application Interview |
| Relevant and recent administrative experience | | • | Application/ Interview References |
| Experience of dealing with the public in person and on the telephone | • | | Application/ Interview References |
| Knowledge and Skills | | | |
| Able to work as part of a team | • | | Application /Interview References |
| Excellent literacy, numeracy and IT skills | • | | Application Interview |
| Typing to 50 WPM | • | | Interview |
| Highly effective administrative and organisational skills | • | | Application/ Interview References |
| Knowledge and understanding of the confines of confidential working | • | | Application Interview |
| Excellent keyboard skills/word processing | • | | Application Interview |
| High level of interpersonal skills | • | | Application Interview |
| Ability to work independently as well as collaboratively | • | | Application/ Interview References |

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|--|---|---|-----------------------------------|
| Able to communicate effectively with children, parents, external organisations and colleagues at all levels using a variety of mediums | • | | Application Interview |
| Proven skills in the field of educational administration | | • | Application Interview References |
| Ability to start and complete tasks | • | | Application Interview References |
| Ability to take minutes of meetings to produce accurate reports | • | | Application Interview |
| Good presentation skills (e.g. able to clearly and accurately report on student issues to colleagues and other professionals). | • | | Application Interview References |
| Personal Attributes | | | |
| Resilience, the ability to work under pressure and be able to meet deadlines | • | | Application/ Interview References |
| Ability to work as part of a cohesive team | • | | Application/ Interview References |
| Proven ability to think both strategically and creatively to prioritise | • | | Application Interview References |
| Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide | • | | Application Interview References |
| Excellent communication skills (including written, oral and presentation skills) | • | | Application/ Interview References |
| A commitment to safeguarding and promoting the welfare of children and young people | • | | Application/ Interview References |
| Ability to work creatively and collaboratively | • | | Application Interview |
| Demonstrably professional, honest and loyal | • | | Application/ Interview References |
| Flexible and open to continuous change | • | | Application/ Interview References |
| Commitment to our students and their learning, wellbeing and safety | • | | Application Interview |
| Committed to equality | • | | Application Interview |
| Able to build and maintain successful and purposeful relationships | • | | Application Interview |
| A positive outlook, well-motivated, enthusiastic and energetic | • | | Application Interview |
| Patience, resilience and a sense of humour | • | | Application Interview |
| Well organised and efficient | • | | Application/ Interview References |
| Good attendance and punctuality record | • | | References |
| Professional appearance and manner | • | | Interview |