



St Peter's Eaton Square C. of E. Primary School

Person Specification

Post Title:	Receptionist/Administrative Assistant
Responsible to:	Head and School Administrator
Pay Range:	Band 1 Step 2 £19,299.00 pro rata (term time only) 36 hours per week

The ideal candidate will be able to demonstrate the following: -

- Excellent communication skills both orally and in writing together with the ability to respond to a variety of audiences and stakeholders.
- Excellent organisational skills, including the ability to use own initiative and be proactive in the management of own workload.
- The ability to work quickly and accurately in order to oversee and manage data collection, input and reporting.
- Excellent IT skills with experience of using bespoke management information systems and/or other database experience.
- The ability to work well in a team and to stay calm and cheerful under pressure.
- Willingness to train as a first-aider.
- An understanding of an educational environment and the needs of inner-city students in the 3-11 age range.
- An ability to empathise with the Christian ethos of the school and the progress and success of the students.
- An awareness of some of the key developments in education.
- An understanding of, and commitment to, Equal Opportunities policies.
- A willingness to work outside of usual hours on occasions during specific events, e.g. open evenings.
- An awareness of the need for strict confidentiality in all matters relating to pupils, their families, staff and the school.