



St. John Fisher Catholic Primary School



Blessed Holy Family
Catholic Academy Trust

Growing and Learning Together with Christ

PERSON SPECIFICATION

RECEPTIONIST / ADMIN ASSISTANT

We are an inclusive, successful school and our office staff make a valuable contribution to our achievements. They work as a team in which every member is appreciated.

Criteria	Essential (E) or Desirable (D)	Evidence
Qualifications/Training		
GCSE grade C or equivalent in English	E	Certificate/Interview
Excellent communication skills in English, verbal and written	E	Application
Excellent I.T. skills, particularly in word and excel	E	Certificate/Interview
Knowledge/Experience/Practical Skills		
Experience working within a business and/or school environment	D	Application
Knowledge of safeguarding and equal opportunities	E	Interview
Experience of using SIMS	D	Application
An ability to work accurately with numbers	E	Interview
Flexible approach to work, showing initiative	E	Interview
Positively relate to pupils, staff and visitors being helpful and patient	E	Interview
Personal Attributes and Qualities		
Respect for confidentiality and discretion	E	Interview
Willingness to work as part of a team	E	Interview
Smart and presentable dress code	E	Interview
Committed to student welfare and safeguarding principles of the school	E	Application/Interview