



Person Specification- An exact match to all the 'Essential' criteria is **NOT** a requirement. Candidates with 'transferable skills, qualities and experience will be considered.

Role Title: - School Receptionist & Clerical Assistant

Qualifications	Essential	Desirable
Minimum 5 GCSEs or equivalent including English. Commitment to continuing development	*	
Experience	Essential	Desirable
Good telephone manner, polite and professional at all times	*	
Ability to communicate effectively with all stakeholders	*	
Experience of working independently and as part of a team and good interpersonal skills	*	
Experience of working with changing and challenging priorities/ability to multi task	*	
Experience of working in a school		*
Experience of SIMS & FMS		*
Personal Qualities	Essential	Desirable
Possess honesty and integrity	*	
Meticulous attention to detail	*	
Ability to 'get jobs done' efficiently and effectively	*	
Ability to work under pressure, prioritise and meet deadlines	*	

Possess excellent verbal and written communication skills	*	
Employ discretion and demonstrate a clear understanding and appreciation of confidentiality	*	
Positive attitude to personal development and continuous professional development	*	
A friendly disposition and good sense of humor	*	
Smart appearance	*	
Ability to communicate effectively with all stakeholders	*	
Ability to communicate effectively with parents, external agencies and other schools	*	
Someone who is prepared to 'go the extra mile'	*	
Professional, confidential	*	