



THE KING'S SCHOOL

Receptionist/Administrator Person Specification

Experience/Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> GCSE at level A-C/9-4 in English and Mathematics or equivalent experience. Willingness and motivation to develop own skills. Practical experience of working in a busy office environment. High standard of written and oral presentation. 	<ul style="list-style-type: none"> Experience of working as a receptionist or customer facing role. Experience of minute taking and accurate recording of meetings.
Knowledge and skills	
Essential	Desirable
<ul style="list-style-type: none"> IT literate including experience in using Microsoft Office. Excellent attention to detail. Ability to organise one's own work, to prioritise tasks and keep to deadlines. Ability to be flexible and respond effectively to the 'unexpected'. Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships. Commitment to professional development. 	<ul style="list-style-type: none"> Setting-up and maintaining manual and electronic filing systems. Experience of changing processes and systems to improve their efficiency.
Interpersonal skills	
Essential	
<ul style="list-style-type: none"> To act with integrity and honesty at all times. Be comfortable working within a team setting and contributing fully. Ability to work independently and to tight deadlines and remains calm under pressure. Be flexible, proactive and able to work under pressure. Reflect on and enhance own performance. Ability to apply discretion in sensitive issues, and maintain confidentiality at all times. Ability to maintain sound organisational skills in a fast paced environment. A sense of humour. Display commitment to the protection and safeguarding of children and young people. 	