

# Receptionist/ Administrator

## Personal Specification

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
<b>1.</b>	<b>ABILITIES</b>			
(a)	Previous successful experience of using information and communication technology to support administration within schools.	*		
(b)	Previous successful experience of operating a range of resources and equipment in an office and or school environment, including computers, photocopiers.	*		
(c)	Ability to absorb and understand a wide range of information concerning the functions of the school.		*	
(d)	Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across professional and operational boundaries, and to work as a member of a team.		*	
(e)	Ability to work on own initiative and to prioritise between conflicting demands.		*	
(f)	Ability to use systems and processes to support the organisation and management of HR related procedures		*	
(g)	Ability to operate a full range of specialist ICT and other resources and equipment	*		*
<b>2.</b>	<b>SKILLS</b>			
(a)	Evidence of commitment to continuous learning within a school environment	*	*	
(b)	Verbal and written communication skills appropriate to the need to communicate effectively with a wide range of stakeholders and colleagues	*		*
(c)	Ability to plan, organise and prioritise to meet deadlines	*		*
(d)	The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.		*	*
<b>3.</b>	<b>KNOWLEDGE</b>			
(a)	Knowledge of relevant education policies, procedures and legislation.		*	
(b)	Understanding of safeguarding	*		
(c)	Understanding of key principles of child development and learning.			
(d)	Knowledge of national curriculum and other learning initiatives and strategies.		*	
<b>4.</b>	<b>EXPERIENCE</b>			
(a)	Previous successful experience in working in an administrative role	*		
(b)	Previous experience of working within a school environment	*		