

**HEATHLAND WHITEFRIARS FEDERATION
PERSON SPECIFICATION**

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

ESSENTIAL	DESIRABLE
Educational Achievements, Qualifications and Training	
a good standard of education, to at least Qualifications and Credit Framework Level 3	
Job Related Knowledge/Aptitude/Skills	
excellent written and spoken English	knowledge of educational issues
an ability to work independently and as part of a team	knowledge of relevant community languages – Tamil, Somali, Gujarati, Arabic, Farsi
an ability to show initiative in a range of situations	
an ability to interact positively with pupils, parents, colleagues and visitors to the school	
an ability to use information technology	
an ability to minute meetings	
a respect for the need for confidentiality	
Experience	
experience of working in an office environment	experience of SIMS.net
experience of Microsoft Office	experience of note taking
	experience of working in an educational setting
	experience of working with computerised database systems



Personal Qualities	
confidence, warmth, sensitivity, reliability, and enthusiasm	
good interpersonal skills	
a commitment to parental, community and Director/Governing Body partnership	
Equal Opportunities	
an understanding of and willingness to comply with the federation's Equal Opportunities Policy	