

# TALBOT HEATH SCHOOL

## Person Specification Senior School Receptionist/Administrator



**Talbot Heath**  
*Independent School for Girls aged 3-18*

HONOUR BEFORE HONOURS

	ESSENTIAL	DESIRABLE
Qualifications & Training	<p>Good grades at GCSE in English and Mathematics or equivalent</p> <p>Office Receptionist /Administration experience</p> <p>Good ICT skills including Word and Excel</p>	<p>Previous experience of working in school office environment</p> <p>Knowledge of Google Mail and/or Google Calendar</p> <p>Knowledge of SIMS or ISAMS</p>
Skills & Aptitudes Required	<p>Possess good communication skills</p> <p>Able to work independently and as part of a team</p> <p>Confident in handling difficult situations with a professional manner</p> <p>Ability to prioritise workload</p> <p>Able to multitask in a flexible and fast paced environment</p> <p>Good record keeping skills with accuracy and attention to detail</p>	
Experience required	<p>Experience of dealing with members of the public</p> <p>Excellent telephone manner</p>	2 years administrative experience
Personal qualities	<p>Professional appearance and manner</p> <p>Ability to be patient and diplomatic</p> <p>Excellent interpersonal skills</p> <p>Reliable with a good sense of humour</p> <p>Commitment to Safeguarding</p>	