

MAGDALEN COLLEGE SCHOOL

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT
Person Specification

Essential criteria	<ul style="list-style-type: none">▪ GCSE level or equivalent of literacy and numeracy▪ Good communication skills and an understanding of the importance of customer relations▪ Professional, friendly and courteous telephone manner▪ Ability to respond to and prioritise requests appropriately from a number of different groups including students, staff, families and other parties.▪ Ability to follow instructions and complete tasks.▪ Appropriate level of data protection, security and confidentiality awareness▪ Willingness to undertake appropriate training▪ Willingness to take part in the annual staff appraisal process
Desirable criteria	<ul style="list-style-type: none">▪ Competent IT and keyboard skills▪ Some previous work experience▪ Basic understanding of the day to day operational activity of a school.▪ Health and safety awareness