



UT VOCE ITA VITA

# EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

## Receptionist/Admin Assistant Person Specification

### Qualifications

Strong intellectual, professional and/or academic credentials

### Skills and Experience

- Experience of working in an administrative role within a professional environment;
- Previous experience in an educational setting (desirable but not essential);
- Experienced in working in a fast-paced environment and able to work to tight deadlines;
- Highly organised with an ability to self-plan and prioritise workloads;
- Ability to deal proactively with any situation that develops;
- Strong verbal and written communication skills and the ability to show tact and diplomacy at all times;
- Good critical analysis skills for the resolution of problems and deciding which issues should be brought to the attention of the Headmaster;
- Excellent IT skills: proficient in Microsoft Office packages, especially Word, Excel and Outlook with fast accurate typing skills (training will be given on School databases);
- High attention to detail, with the ability to see ‘the big picture’;
- Good organisational skills with the ability to multi-task;
- Excellent interpersonal and customer-facing skills with a warm, friendly and professional manner; good written and verbal communication skills; able to foster good working relationships with all members of the School and Cathedral community either in person or on the phone;
- Comfortable in a “front of house” role (welcoming visitors, meet and greet) with excellent customer service skills;
- Discreet and able to maintain confidentiality at all times;
- Ability to keep calm and to work under pressure when necessary;
- Pro-active, making suggestions for improvement and change;
- An eye for marketing and PR;
- Demonstrates an understanding of the independent education sector, and effectively promotes the ethos of Exeter Cathedral School;
- The ability to work collaboratively and supportively with colleagues within School and with colleagues in other organisations;
- Respect for the different experiences, ideas and backgrounds which others can bring to work and to teams;
- A generosity of spirit towards the demands of a busy Prep School: the role requires flexibility;
- A can-do attitude, a sense of perspective, a degree of grit, and a sense of humour!

Exeter Cathedral School • The Chantry • Palace Gate • Exeter • EX1 1HX

Telephone: 01392 255298 • Website: [www.exetercs.org](http://www.exetercs.org) • Email: [reception@exetercs.org](mailto:reception@exetercs.org)