**PERSON SPECIFICATION**

**RECEPTIONIST/ADMINISTRATIVE ASSISTANT/FIRST AIDER**

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| **Qualifications/Training**  Word Processing qualification | Desirable |
| First Aid at Work/prepared to undertake first aid at work training | Essential |

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| **Experience**  Work in a reception environment | Desirable |
| Switchboard operation | Desirable |
| Work in a school | Desirable |
| Web Content Management and/or social media | Desirable |

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| **Skills**  Able to develop and maintain effective and efficient administration systems | Essential |
| Good standard of word and data processing | Essential |
| Good working knowledge of Microsoft Office, including Word and Excel | Essential |
| Experience of using SIMS | Desirable |
| Attention to detail | Essential |
| Able to communicate effectively with people at all levels by telephone, face to face and in writing | Essential |
| Able to maintain confidentiality | Essential |

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| **Qualities**  Able to work with accuracy under pressure | Essential |
| Well organised | Essential |
| Reliable | Essential |
| Able to work well as part of a team but also under own initiative | Essential |
| Approachable | Essential |
| Able to multi task | Essential |
| Enthusiastic | Essential |
| Self-motivated | Essential |
| Flexible | Essential |
| Willing to continue learning and develop the role | Essential |
| Suitable for work with children | Essential |