



## Cathedral Primary School

### Administrator and Receptionist (Maternity Cover)

#### PERSON SPECIFICATION

Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

#### 1. Skills and Abilities

No	Description	Method of Assessment
	<b>Essential</b>	
1.1	Accuracy, attention to detail and ability to maintain both through interruptions and queries	Application form/interview
1.2	Must be able to follow instructions and organize tasks whilst working accurately, under pressure, and often to strict deadlines. Must be able to prioritise own work to meet deadlines.	Application form/interview
1.3	Must be able to communicate effectively, especially face to face and over the telephone.	Application form/interview
1.4	Must be capable of demonstrating a mature and co-operative manner in dealing with colleagues and professional contacts.	Application form/interview
1.5	Ability to deal with potential conflict situations in a professional and calm manner, e.g. dealing with members of the public & parents.	Application form/interview
1.6	Organizational and general administrative skills, e.g. recording, filing.	Application form/interview
1.7	Comfortable with use of IT as an integral and essential tool	Application form/interview
	<b>Desirable</b>	
1.8	Potential to expand and develop and take on additional responsibilities.	Application form/interview

## 2. Knowledge/Qualifications

No	Description	Method of Assessment
2.1 2.2	<b>Essential</b> Should have excellent general office skills. Excellent literacy, numeracy & accuracy.	Application form, interview Application form, interview.

## 3. Experience

No	Description	Method of Assessment
3.1 3.2 3.3	<b>Essential</b> General office experience aptitude to meet the needs of the post. Experience of working on a number of tasks simultaneously and managing time effectively to maintain progress Should have experience in use of ICT to include word and excel	Application form/interview Application form/interview Application form

3.4 3.5 3.6	<b>Desirable</b> Experience of work in a school office Experience of SIMS. net ICT package Experience of working with children or young people	Application form /interview Application form /interview Application form /interview
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## 4. Other Requirements

No	Description	Method of Assessment
4.1	<b>Essential</b> Commitment to excellence and desire for continual improvement	Interview
4.2	<b>Desirable</b> A knowledge and interest in the education environment	Interview