**PERSON SPECIFICATION**

**Job Title:** Sixth Form Reception Administrator

**Grade:** Grade 3

**Hours:** 37 hours per week, term time only, plus 2 weeks

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|  | **Criteria** | **Assessment** |
| **KNOWLEDGE** | * Office practices and procedures
* The need for confidentiality in dealing with confidential matters
* Microsoft Office, including but not limited to Word Processing, Spreadsheets and Database packages
* Equal Opportunities
* Good customer service
 | A/IA/IA/IIA/I/R |
| **SKILLS & ABILITIES** | * Produce documentation as appropriate to a high standard
* Excellent inter-personal skills
* Prioritise work load
* Work with minimum supervision
* Respect confidentiality and the sensitive nature of working within a school environment
* Meticulous attention to detail
* Communicate effectively with a range of people in the school
* Flexible and well organised approach to work
* To work with frequent interruptions
* Operate general office equipment
* Work calmly under pressure and to tight deadlines
* Work using own initiative and also as part of a team
* Use computerised school based systems (e.g. SIMS, PARS)
* Proactive approach to training and development
* Positive contribution to systems improvement
 | A/I A/I A/I A/I/R A/I A/I A/I A/I/R A/I A A/I A/I/R A/I/R I I/R A/I  |
| **EXPERIENCE** | * Minimum of 2 years in a busy administrative environment, dealing with confidential matters
 | A/I/R |
| **EDUCATION ACHIEVEMENTS** | * RSA or Clait qualification in Word Processing (or equivalent)
* Recognised qualification, or evidence of ability to use spreadsheets and databases
* Good standard of general education, including English and Mathematics
 | AA/IA |
| **OTHER** | This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Criminal Record Disclosure will be required prior to appointment |  |

A = Application, I = Interview, R = References