**PERSON SPECIFICATION**

#### Receptionist/Clerical Officer

Skills

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| The ability to prioritise work load and meet strict deadlines, often under pressure | ✓ |  |
| Excellent organisation skills | ✓ |  |
| Effective oral and written communication skills | ✓ |  |
| Good Presentational skills | ✓ |  |
| The ability to establish and maintain effective relationships with students, parents, employees and other agencies | ✓ |  |
| Well developed interpersonal skills towards students, parents and members of the community | ✓ |  |
| The ability to work well within a team committed to the effective running of the school’s administration department | ✓ |  |
| Good IT skills | ✓ |  |
| Current first aid qualification |  | ✓ |

Personal Qualities

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Commitment and self motivation | ✓ |  |
| Enthusiasm | ✓ |  |
| Discretion | ✓ |  |
| Flexible attitude | ✓ |  |
| Tenacity to overcome challenges and complete tasks | ✓ |  |