

PERSON SPECIFICATION
Administrative Assistant and with additional Reception Duties

	Characteristics
Qualifications	<ul style="list-style-type: none"> ● Good secondary school qualifications ● Evidence of outstanding literacy and numeracy skills ● Administrative qualifications ● Ability to touch type at 40-50wpm
Personal qualities	<ul style="list-style-type: none"> ● Strong work ethic ● Ability to relate well to colleagues and students and parents / members of the public ● A professional manner ● Ability to work well as part of a team ● Ability to work under pressure and meet strict deadlines ● Generosity of spirit and a sense of humour ● Capacity for hard work and high expectations of self and others ● Commitment to support the ethos of the school and to comply with school policies and procedures ● Willingness to contribute to extra-curricular activities ● Knowledge of and genuine interest in educational issues and how they apply to this school
Knowledge and skills	<ul style="list-style-type: none"> ● Strong ICT skills, including MS office ● Strong communication skills ● Excellent interpersonal and organisational skills ● Attention to detail ● Ability to multi-task ● A knowledge of SIMS ● A knowledge of Google apps ● A knowledge of school policies and procedures
Experience and training	<ul style="list-style-type: none"> ● Experience of reception and administration ● Experience of working in a school ● Experience of working with young people ● Evidence of a commitment to professional development

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school. Thank you.