PERSON SPECIFICATION

CLERICAL ASSISTANT/RECEPTIONIST

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|  | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | * Literacy and Numeracy to GCSE grades A-C | * Relevant clerical qualifications (e.g. computing, word processing) |
| EXPERIENCE | * General clerical, administrative, Reception work * Ability to relate well and communicate effectively with children and adults * IT experience, particularly in Word | * Clerical/administrative/   Reception work in a school setting   * Knowledge of any other school based systems |
| SKILLS, ABILITIES & ATTITUDES | * Awareness and understanding of Child Protection issues and Safeguarding practices * An understanding of Equal Opportunities and how this is implemented * Ability to maintain appropriate professional relationships and boundaries with pupils, parents colleagues and other outside agencies * Ability to work constructively and flexibly as part of a team, but also to be able to work on your own initiative. * Ability to deliver quality customer service to all visitors in a welcoming, efficient and professional manner. * Ability to use relevant technology e.g. computer, photocopier, etc., effectively * Excellent oral, numeracy, literacy and IT skills * Ability to accurately input data and use a variety of software applications including Microsoft Office and Outlook * Ability to prioritise and to manage time effectively * Willingness to participate in development and training opportunities * Deal with sensitive information in a confidential manner * Willingness to make a full and positive contribution to the office and the environment of the school. |  |