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)
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| 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
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| 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.
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