**‘SAFER SCHOOL, SAFER CULTURE’**

**Cardinal Heenan Catholic High School**

“RESPECT, BELIEVE, ACHIEVE.”

**PERSONAL SPECIFICATION – ADMINISTRATION OFFICER (RECEPTION)**

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|  | **Essential** | **Desirable** | **Identified by** |
| **Experience** | Previous experience of receptionist / administration duties. | Previous experience of working in an educational setting.  Strong professional development record. | Application form/ interview |
| **Qualifications/ Training** | GCSE Level 4 and above, or equivalent in English and mathematics. | Experienced in the use of Management Information Systems i.e. SIMS, Classcharts etc. | Application Form |
| **Professional skills and Knowledge** | To be committed to safeguarding and promoting the welfare of all pupils.  Excellent verbal and written communication skills.  Ability to carry out the duties listed in the job description.  ICT competence and capability. | A good understanding of working in an educational setting.  Understanding of safeguarding policies and procedures. | Application form  interview  references |
| **Personal qualities** | Ability to work on own initiative.  Trustworthy.  Ability to organise and prioritise workload.  Ability to communicate at all levels with staff, pupils and visitors.  Ability to recognise the importance of ensuring a safe and secure environment.  Ability to follow policy and procedures.  Ability to work as part of a team in a very busy environment.  Flexibility to accommodate the needs of the school and to work late on occasions to support school events. |  | Application form  interview  references |

**The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment**