**‘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 forminterviewreferences |
| **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 forminterviewreferences |

**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**