



Rachel McMillan Nursery School and Children's Centre.

PERSON SPECIFICATION: Clerical/Receptionist. Scale 3.	Essential	Desirable
Qualifications & training	• Qualified to GCSE level or equivalent, including English and Maths. • Demonstrable clerical/office administration/receptionist experience, <u>preferably in a school office/education admin environment.</u> • Right to work in the U.K	• Secretarial qualifications
Experience	• Confident in the use of Email, and Microsoft Office (including excel, Word and Publisher.) • Management of websites specifically, updating information. • Experience of working successfully and co-operating as a member of a team.	• Experience of working with school management information systems e.g. SIMS, FMS, itrent.
Professional Values	• Establish and maintain positive professional relationships with children, families and colleagues. • Demonstrate a courteous and friendly approach to children, families, visitors and colleagues. • Adopt a flexible approach to working.	
Knowledge and understanding	• A commitment to implementing the school and Councils, Safeguarding and Child Protection, Equal Opportunities, Health and Safety and Inclusion Policies. • An understanding of, and commitment to, working in an urban, multi-cultural and multi-lingual environment.	

Skills	Essential
	• The ability to work as a member of a team, with excellent communication skills and good interpersonal skills. • Excellent communication skills, communicating effectively (both verbally and in writing) at all levels, to a variety of audiences e.g. children, colleagues, families and visitors. • The ability to produce routine letters, information sheets or leaflets. • Have excellent levels of spelling, grammar and punctuation. • Good numerical skills to record routine statistical information accurately. • The ability to input/extract electronic data as directed. • Ability to work effectively and accurately with excellent attention to detail. • Produce accurate work. • The ability to work with set procedures and to maintain confidentiality at all times with a strict adherence to security requirements for Child Protection and GDPR regulations. • The ability to maintain routine filing systems. • Have excellent time management and organisational skills. • Calm under pressure, able to manage conflicting priorities and meet deadlines. • Ability to be flexible, to show initiative and be self-motivating. • Promote a positive working environment
Personal characteristics	• Drive and enthusiasm for delivering a high quality service. • Organised and resourceful. • Approachable and empathetic. • Knowledgeable and highly competent. • Creative and committed. • Professional integrity and resilience. • Able to act with tact and discretion. • Punctual.
Safeguarding	• Be willing to undergo an Enhanced Criminal Records Bureau disclosure check and Disqualification by Association check. • Be willing to undergo a pre-employment health check.