



Radcliffe on Trent Junior School
 Cropwell Road, Radcliffe on Trent, Nottingham, NG12 2FS
Head Teacher: Clare Allsopp

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Administrator / Receptionist Person Specification

This person specification will be used to assess candidates through application, interview and references.

Criteria	Essential	Desirable	Assessed By
Education & Qualifications	Good standard of education including GCSE (or equivalent) in English and Maths.	Relevant qualification/training in administration, business administration, customer service or finance. First Aid qualification.	A/I
Experience	Administrative or reception experience. Excellent customer service skills. Experience maintaining confidential records. Good Microsoft Office skills.	School-based experience. Arbor or equivalent MIS. Attendance administration experience.	A/I
Knowledge & Understanding	Administrative procedures. Data protection and confidentiality. Safeguarding awareness.	Knowledge of school systems and procedures.	A/I
Skills & Competencies	Excellent organisation and attention to detail. Strong communication skills. Welcoming manner. Ability to multitask and prioritise. Ability to work as part of a team and independently. Ability to problem solve.		A/I
Personal Qualities	Warm, friendly and welcoming. Enthusiastic and positive. Enjoys people-facing roles. Enjoys a challenge. Highly organised. Proactive, reliable and professional. Commitment to safeguarding and promoting the welfare of children.		A/I/R

Key: A = Application Form, I = Interview, R = References

Safeguarding Statement

Radcliffe on Trent Junior School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake enhanced DBS and pre-employment checks.

