

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

Person Specification

Post: Receptionist/Admin Assistant – Band D (SCP5)

Service: Sitwell Infant School

Personal Skills Characteristics	Essential	Desirable	Method of Assessment (List Code Below)	Shortlisting Criteria
1. Qualifications and Training				
a) GCSE passes in Maths and English Grade C or above	✓		AF/CQ	✓
b) Current First Aid training		✓	AF/CQ	
c) Commitment to attend appropriate training and development	✓		AF/I	✓
2. Knowledge & Experience				
a) Working in an administrative role, including dealing with customers and using a range of office equipment	✓		AF/I/R	✓
b) Experience of maintaining filing systems (manual and computerised)	✓		AF/I/R	✓
c) Using a range of computer applications and ICT programmes including word processing, spreadsheets, databases, presentation software, internet and e-mail	✓		AF/I/R	✓
d) Basic experience of cash handling and reconciliation of financial records		✓	AF/I	
e) Arranging events such as meetings, and producing agendas and taking minutes		✓	AF/I	
3. Personal Qualities				
(a) Ability to make simple decisions in line with agreed procedures/policies	✓		AF/I	
(b) Conscientious, honest and reliable	✓		I/R	
(c) Ability to clearly interpret oral and written information and instructions	✓		AF/I	✓
(d) Good communication both written and oral	✓		AF/I	✓
(e) A commitment to safeguarding and promoting the welfare of children and young people	✓		I	
(f) Awareness of the need to maintain sensitive information and records securely in order to prevent inappropriate access	✓		I	
(g) Good time management	✓		I/R	
(h) Friendly and approachable	✓		I	
(i) Team player	✓		I/R	
4. Special Skills & Knowledge				
a) Previous knowledge of using Arbor		✓	AF/I	
b) An understanding of and commitment to equal opportunities	✓		AF/I	
c) Ability to meet pre-set deadlines and ensure work is carried out to quality standards	✓		AF/I/R	✓
d) Ability to work with attention to detail and accuracy	✓		AF/I/R	✓

5. Physical Requirements				
(a) No serious health problem which is likely to impact upon job performance; (that is, one that cannot be accommodated by reasonable adjustments)	✓		I/R	
(b) Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		I/R	

Key: AF – Application Form, I – Interview, CQ – Certificate of Qualification, R – References

This specification has been prepared in accordance with the requirements of the Council’s Equal Opportunities in Employment Policy.

We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may have. Disabled applicants who meet the essential short listing criteria will be guaranteed an interview.

Specification completed by Kirstey Peart

Designation Headteacher

Date 10th November 2024