



Receptionist Administrator

Person Specification

The person specification outlines what is essential/desirable for the College; other strong experience and qualifications may be considered. We are seeking a committed individual with a positive, professional, 'can do' approach to your work and be willing to go the extra mile to ensure excellence.

We are proud to be a Catholic College with a distinctive Jesuit ethos and seek to recruit the best staff we can. As such, our staff is made up of Catholic and non-Catholic staff who work together to uphold our Catholic values.

	<i>Essential</i>	<i>Desirable</i>
Good standard of education with evidence of qualification and capacity with numeracy and literacy skills	✓	
Suitable to work with young people, committed to working in the best interests of young people and enjoy working with young people	✓	
Good communication skills, both oral and written, including presentational skills	✓	
Reliable, respectful, responsible and conscientious approach. Demonstrates integrity	✓	
Experience of dealing with the general public	✓	
Ability to form and maintain good relationships	✓	
To be highly competent with all aspects of MS Office and have good general computer literacy skills, email and the internet	✓	
Experience of producing reports, mail merge, tables and data working from data bases	✓	
Be flexible in their approach, willing to work as a team player and to be positive, committed and self-sufficient, taking pride in their work and organising their workload to ensure all deadlines are met	✓	
An excellent telephone manner, calm approach and professional attitude	✓	
Ability to absorb and understand a wide range of information	✓	

High emotional resilience	✓	
Be open to training and development to meet the ever changing demands and opportunities of working in a school as and when they arise	✓	
Thorough attention to detail	✓	
Demonstrable administrative experience working at a senior level dealing with complex administrative tasks		✓
Ability to work without supervision and meet deadlines while coping with frequent interruptions	✓	
Ability to liaise effectively with parents and other stake holders including governors, Diocese, Trustees and Local Authority	✓	
Experience of working in a school or educational environment		✓
Knowledge of school policies and procedures such as preparation for inspection, working with governors etc		✓
First Aid trained or willing to undertake the training		✓
Safeguarding trained		✓
Commitment to and understanding of equal opportunities and safeguarding	✓	
An understanding of the necessity for maintaining strict confidentiality	✓	
Be professional in all aspects of their work including presentation and dress	✓	
Ensure that all work is completed to high standards and that deadlines are met	✓	
Be (or become) skilled in the use of the school information database system (BromCom)		✓
To be solution focused and have the initiative and research skills to acquire information when required, or to acquire appropriate help.	✓	

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work in a school environment
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Positive attitude to use of authority and maintaining discipline