

STOKENCHURCH PRIMARY SCHOOL

PERSON SPECIFICATION

RECEPTIONIST/ADMINISTRATOR

FULL TIME

CRITERIA	QUALITIES
<p>Relevant Experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Experience of dealing effectively with the general public in a customer facing role • Demonstrable experience of working in a busy environment with interruption to work • Experience of working successfully and co-operating as a member of a team <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in a school office environment • Experience of reception work
<p>Qualifications, Training & Education</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum of Maths and English at grade C equivalent <p>Desirable:</p> <ul style="list-style-type: none"> • Ability to identify own training and development needs and co-operate with means to address these
<p>Skills, Abilities, & Aptitude</p>	<p>Essential:</p> <ul style="list-style-type: none"> • To be self motivated, able to work with minimum supervision and manage own workload • To be highly organised and methodical, able to keep track and see tasks and enquiries through to completion efficiently • Good verbal and written communication skills, including ability to build and maintain positive relationships across a wide range of audiences whilst working within professional boundaries • High standards of accuracy and presentation • The ability to adapt to changing priorities and competing demand, Able to work comfortably with repeated interruptions and unexpected requests • Ability to show resilience when working under pressure • The ability to write appropriate correspondence and proofread school communications • Ability to follow set procedures and to work with initiative, happy to receive and accept direction/delegation • To be punctual, reliable and trustworthy. Have a discreet and diplomatic nature with a high regard for confidentiality at all times • To be solution orientated, approachable and willing to help <p>Desirable:</p> <ul style="list-style-type: none"> • Fast and effective keyboard skills • Flexible approach, including sense of humour and positive attitude towards work • Ability to identify and analyse problems, and use sound judgment to produce an acceptable solution • Ability to remain confident and calm when handling queries of an urgent nature

<p>General & Specific Knowledge</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Strong IT skills ensuring effective use of technology, including mail merge, spreadsheets, website updates and parent text & communications <p>Desirable:</p> <ul style="list-style-type: none"> • Have a working knowledge of SIMS and/or Parentmail • Awareness or knowledge of relevant policies, codes of practice and legislation, (e.g. GDPR, Safeguarding, Health & Safety) • Experience of data management, preferably SIMS in an education setting
<p>Safeguarding</p>	<p>Essential:</p> <ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults • Willingness to familiarise yourself with school policies and procedures in relation to safeguarding and/or child protection

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. All shortlisted applicants will be required to complete self-disclosure form and return prior to interview