



Together we grow, Together we achieve

Person Specification

Essential

- Previous administrative or receptionist experience.
- Excellent communication and interpersonal skills.
- Professional and welcoming manner.
- Strong organisational skills and attention to detail.
- Ability to prioritise workload and work under pressure.
- Good ICT skills (Microsoft Office, email systems, databases).
- Ability to maintain confidentiality at all times.
- Commitment to safeguarding and promoting the welfare of children.

Desirable

- Previous experience working in a school or educational setting.
- Knowledge of school management systems (Arbor, etc.).
- Basic finance administration experience.
- First Aid qualification (or willingness to train).

Personal Qualities

- Friendly, approachable and calm under pressure.
- Reliable and punctual.
- Flexible and adaptable.
- Team player with a proactive attitude.
- Professional and discreet.

Safeguarding Statement

Pippins School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to enhanced DBS clearance and satisfactory references.