

Person Specification

School Administrator / Receptionist (JE: 2209)



Job title: School Administrator / Receptionist (Level 1) **Ealing GLPC Grade:** Scale 4

School: **Post No:**

Line manager: Office Manager

Supervisory responsibility: None, apart from assisting in work familiarisation of new members of staff.

Hours: 35 hours a week, term time plus 2 weeks, 8.30am – 4pm

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Education and Experience

- a) Experience of general clerical /administrative work in a school office environment or similar.
- b) Experience of customer service, dealing effectively with the public in person, on the phone and in writing.
- c) Excellent written and verbal communication skills in English.
- d) GCSE equivalent grade C in both maths and English.

Knowledge, Skills and Abilities

- e) Work constructively as part of a team, understanding school roles and responsibilities and the post holder's position within these (or similar environment).
- f) Relate well to children and adults, being sensitive to their individual needs.
- g) Make effective use of a range of computing systems including word processing, spreadsheets and presentation software, ideally this would include a school MIS system.
- h) Use relevant office equipment and technology e.g., photocopier, sign-in system.
- i) Work flexibly in support of the school, both while working independently and as part of a wider team.
- j) Be organised and have attention to detail to ensure accuracy when carrying out tasks.
- k) Resourcefulness, enthusiasm, patience, resilience and a sense of humour.
- l) Be responsible for promoting and safeguarding the welfare of children and young people within the school.
- m) Be prepared to participate in training as appropriate, including first aid training.

Prepared by: _____ **Date** ____/____/____

Agreed by: _____ **Date** ____/____/____
