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**THE PRESCOT SCHOOL**

**Person Specification: School Receptionist / Administrator Level 2**

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|  | **Essential** | **Desirable** |
| **Qualifications & training** | * Good standard of general education inc. English and Maths
* Good communication skills, both verbal and written
 | * First Aid qualification
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| **Experience** | * Experience of working successfully and co-operating as a member of the team
* Experience of undertaking a range of administrative tasks including the production of letters, reports, schedules etc.
* Office experience, provide routine clerical support, eg. Reprographics, filing, emailing, faxing and completing routine forms.
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| **Professional Values** | * Wish to work within a school and be sympathetic to the school’s ethos and aims and meet the expectations of the school’s governing body
* Establish and maintain good professional relationships with pupils, parents and colleagues.
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| **Knowledge and Understanding** | * Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion
* Maintain manual and computerised records and/or management Information Systems (SIMS.NET)
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| **Skills** | * Have confident IT skills including Word, Excel, Email and database programs
* Undertake reception duties, answering routine telephone and face to face enquiries and signing visitors in and out.
* To be able to deal with regular interruptions
* Establish and develop appropriate relationships with parents and governors
* Communicate effectively (both verbally and in writing) at all levels, eg. Pupils, staff, parents, visitors
* Promote a positive working environment
* Be able to work under pressure
* Produce accurate work
* Ability to work with minimal supervision and to act on own initiative
 | * Be able to prioritise workloads
* Problem solving
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| **Personal characteristics** | * Punctual
* Approachable and empathetic
* Organised and resourceful
* Of smart appearance
 | * Creative and enthusiastic
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| **Special requirements** | * Will be required to undergo an Enhanced Criminal Records Bureau disclosure check
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