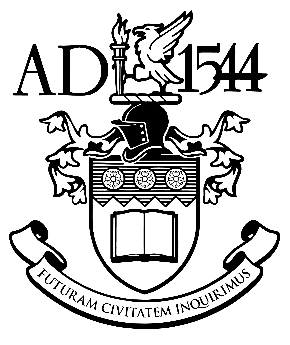
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**THE PRESCOT SCHOOL**

**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 |
| **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. |  |
| **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. |  |
| **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) |  |
| **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 |
| **Personal characteristics** | * Punctual * Approachable and empathetic * Organised and resourceful * Of smart appearance | * Creative and enthusiastic |
| **Special requirements** | * Will be required to undergo an Enhanced Criminal Records Bureau disclosure check |  |