**PERSON SPECIFICATION**

**Job Title:** Sixth Form Reception Administrator

**Grade:** Grade 3

**Hours:** 37 hours per week, term time only, plus 1 week

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|  | **Criteria** | **Assessment** |
| **KNOWLEDGE** | * Office practices and procedures * The need for confidentiality in dealing with confidential matters * Microsoft Office, including but not limited to Word Processing, Spreadsheets and Database packages * Equal Opportunities * Good customer service | A/I  A/I  A/I  I  A/I/R |
| **SKILLS & ABILITIES** | * Produce documentation as appropriate to a high standard * Excellent inter-personal skills * Prioritise work load * Work with minimum supervision * Respect confidentiality and the sensitive nature of working within a school environment * Meticulous attention to detail * Communicate effectively with a range of people in the school * Flexible and well organised approach to work * To work with frequent interruptions * Operate general office equipment * Work calmly under pressure and to tight deadlines * Work using own initiative and also as part of a team * Use computerised school based systems (e.g. SIMS, Bromcom or Arbor) * Proactive approach to training and development * Positive contribution to systems improvement * Communicate effectively with parents | A/I  A/I  A/I  A/I/R  A/I  A/I  A/I  A/I/R  A/I  A  A/I  A/I/R  A/I/R  I  I/R  A/I |
| **EXPERIENCE** | * Minimum of 2 years in a busy administrative environment, dealing with confidential matters | A/I/R |
| **EDUCATION ACHIEVEMENTS** | * RSA or Clait qualification in Word Processing (or equivalent) * Recognised qualification, or evidence of ability to use spreadsheets and databases * Good standard of general education, including English and Mathematics | A  A/I  A |
| **OTHER** | This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Criminal Record Disclosure will be required prior to appointment |  |