



Hyde High School

Person Specification: Student Services Receptionist/Administrator Grade: D Working pattern: 36 hours per week term time only		
Responsible to	Attendance Officer	
Core Role	To provide a friendly and efficient reception service for day to day pupil needs, support for the pastoral team and to carry out various general administrative duties.	
Qualifications	5 GCSE grades A*-C (or equivalent) including both English and maths	E
Knowledge and experience of:	Experience of working in a school environment.	D
	Experience of working with young people.	D
	Experience of using a relevant Management Information System.	D
	Ability to communicate in a confident, professional and confidential manner with all stakeholders.	E
	Experience of parental engagement relevant to the role.	D
Personal skills and qualities	Experience of dealing with a variety of agencies and colleagues within a work setting.	D
	A clear commitment to equal opportunities.	E
	A clear commitment to the safeguarding of children.	E
	Excellent administrative and organisational skills.	E
	Ability to develop and maintain constructive relationships with pupils and families.	E
	Excellent communication and interpersonal skills.	E
	To be conscientious, hard-working and reliable.	E
	Ability to work effectively within a team and also individually using self-motivated initiative.	E
	Ability to work effectively within defined timescales.	E
	Ability to promote a positive ethos around school and to act as a role model.	E
	Ability to plan and organise own workloads and to work flexibly.	E
	Competent and confident in the use of ICT (Word, Excel, gmail)	E
	Ability to maintain and produce accurate information and records.	E
	Ability to construct letters and reports that are clear, concise and appropriate to the needs of the recipient.	E
Knowledge of first aid.	D	
A proven record of excellent attendance and punctuality.	E	
A willingness to learn new skills and to undertake further professional development	E	
To be resilient with a sense of humour and a positive outlook.	E	