

Receptionist/Admin. Support Employee Specification

POST TITLE: RECEPTIONIST/ADMINISTRATIVE SUPPORT

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	Working with children Working in a previous relevant position	Experience in a similar role in a school environment Experience of working in customer focused role	Application/interview
EDUCATION, TRAINING AND QUALIFICATIONS	Educated to GCSE standard Basic First Aid knowledge	Hold 4 x GCSE grade A-C to include Maths and English Understanding of Data Protection requirements First Aider at Work	Application Application/interview
SKILLS AND KNOWLEDGE	Excellent communication and organisational skills Time management skills ICT capability, particularly with word and excel Ability to work accurately under pressure Thorough attention to detail	Knowledge of School Management Systems such as Bromcom/Sims etc. Familiarity with basic cash handling principals Able to work as part of a team and on own initiative	Application/interview Application/interview and simple test Interview

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	ESSENTIAL	DESIRABLE	HOW MEASURED
PERSONAL QUALITIES	Willing to undergo an enhanced DBS check by the employer Ability to deal with constant interruptions Friendly, outgoing personality	The ability to be flexible and adapt to late requests Good sense of humour and positive outlook Caring and compassionate nature.	Application/interview Application/interview
WORKING ARRANGEMENTS	Office based 37 hours per week, term time only (38 weeks per year)		

THE POST IS SUBJECT TO:

DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975.

YES

IS THE POST POLITICALLY RESTRICTED?

NO