PERSON SPECIFICATION
Reception/Administrative Assistant

Grade	Kent Range 3
Responsible to	Headteacher

Essential Skills and Knowledge

➢ Qualifications in Maths and English GCSE Grade C Minimum

➢ Excellent communication skills, verbal and written

➢ Knowledge of a range of administrative procedures

➢ Experience of working in an administrative role

➢ Patience and ability to remain calm in a stressful situation

➢ High level of confidentiality

➢ Demonstrate a basic understanding of accounting principles

➢ An ability to find solutions, be proactive and the initiative to act or ask when unsure

➢ Highly computer literate and able to use a range of packages to extract data and present information

➢ Attention to detail

➢ Able to work constructively as part of a team, understanding your role and that of others within the team

➢ Keyboard skills, applied with precision and speed

➢ Can communicate information to teachers, other staff and external suppliers in a clear and concise manner

➢ Literacy and numeracy skills

➢ Ability to produce a range of accurate documents and standardised reports, basis spreadsheet and database functions

➢ Ability to organise and prioritise workload to achieve deadlines

➢ Ability to receive and assess information over telephone and in person and refer to the appropriate person or source of information

➢ Ability to investigate queries and anomalies when required

➢ Ability to operate computerised and manual filing systems and to make improvements where necessary

➢ Ability to process and maintain accurate records

Desirable

➢ Experience of SIMS

➢ Experience of Microsoft Office