



# TUNBURY

## PRIMARY SCHOOL

[Tunbury Avenue, Walderslade, Kent. ME5 9HY](#)

### RECEPTIONIST / ADMINISTRATIVE SUPPORT

#### Person Specification

- Qualified to NVQ level 2 or equivalent with GCSE (or equivalent) grade C or above in English and maths.
- At least 2 years previous experience of reception work or working in a customer service role.
- Proven administration experience.
- Ability to provide a high level of customer service.
- Ability to deal calmly, tactfully and effectively with a range of people.
- Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions
- Ability to convey information clearly and accurately orally and in writing to a range of people.
- Ability to work in an organised and methodical manner.
- Ability to take personal responsibility for organising day to day workload.
- Ability to work effectively and supportively as a member of the school team.
- Ability to work accurately under pressure, meet deadlines and use own initiative.
- Demonstrate a basic understanding of the work of a primary school.
- Demonstrate an understanding of confidentiality and child protection matters in a primary school setting.
- Demonstrate creativity, flair and the ability to think flexibly.
- Demonstrate effective communication both orally and in writing, capable of succinct and accurate communication.
- Ability to develop and maintain effective computerised and manual filing systems.