**Ripplevale School – Receptionist/ Administrator - Person Specification**

|  | ESSENTIAL | DESIRABLE |
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| Qualifications | * Minimum of Maths and English GCSE C grade or equivalent
 | * Admin and Business
* NVQ or BTEC
* First Aid trained
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| Experience | * 3 years’ experience in administration or reception duties
* Working effectively as part of a team
* Proficient use of a range of IT packages such as google
 | * Data management
* Experience of working in an educational setting
* Experience of using schoolbased management systems
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| Knowledge | * Working knowledge of a range of IT systems
* Good knowledge of Google
 | * Knowledge of School attendance procedures
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| Skills | * High level of administrative skills and the ability to communicate effectively
* Good written and oral communication skills with a high level of attention to detail, accuracy with work, inventory and filing.
* Good organisational, prioritisation and time management skills
* The ability to work independently
 | * Word processing at speed
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| Personal skills and attributes | * Excellent interpersonal skills, energy and enthusiasm
* Calm and adaptable with an ability to work within a flexible and busy environment
* A high level of personal and professional integrity
* Shows attention to detail
* Methodical and well organised
* Is a team worker
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| Other requirements | * Flexible and willing to try new challenges.
* Committed to working in a confidential and discreet manner due to the sensitive nature of many of the duties of the role.
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