**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 |
| 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 |
| Knowledge | * Working knowledge of a range of IT systems * Good knowledge of Google | * Knowledge of School attendance procedures |
| 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 |
| 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 |  |
| 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. |  |