



Goldwyn School

Person Specification: Reception/Administrative Officer (Goldwyn Plus)

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	A*-C GCSE Maths and English or equivalent
EXPERIENCE	<ul style="list-style-type: none">• At least 2 years' experience in an administration role• Previous experience of reception work or working in a customer service role• Experience of working in a similar role in a school or local government setting (desirable)
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent literacy and numeracy skills• Excellent IT knowledge including word and Excel, Outlook• Excellent organisational skills• Ability to organise and prioritise workload to achieve deadlines• Ability to communicate effectively and in a courteous manner, in person and over the telephone with a range of stakeholders and parents• Ability to receive and assess information over telephone or 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 take accurate notes and produce typed minutes of meetings in a timely manner• Ability to work independently as well as part of a team• Integrity, discretion and confidentiality• Co-ordination skills when arranging meetings and appointments• Commitment to equalities and the promotion of diversity in all aspects of working• Understanding of data protection regulations
KNOWLEDGE	<ul style="list-style-type: none">• Demonstrate a basic understanding of the work of a school• Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages• SEN knowledge (desirable)• Strong understanding of Data Protection and confidentiality