

## Receptionist/Admin Assistant- Person Specification February 2019

	<b>Minimum</b>
<b>Qualifications</b>	GCSE or equivalent English and Maths essential.
<b>Experience</b>	<p>Reception/Front of house.</p> <p>School office experience desirable.</p> <p>Working with the public and dealing with confidential issues essential.</p>
<b>Skills and Abilities</b>	<p>Outstanding inter-personal and communication skills required.</p> <p>Being friendly and welcoming at all times to children, staff, parents and visitors.</p> <p>Have a positive, open, growth mindset.</p> <p>Demonstrate high standards and attention to detail, following tasks through to ensure excellent outcomes.</p> <p>Display empathy and a positive, calm approach to all tasks and people.</p> <p>Must be proactive, flexible and able to deal with all stakeholders calmly, sensitively and at the appropriate level.</p> <p>Must be able to work independently and use initiative as well as work well as part of a team.</p> <p>Be a creative problem solver, demonstrating 'a can do' approach.</p> <p>Must be exceptionally well organised and able to prioritise to ensure smooth running of the office.</p> <p>Demonstrate ability to multi task.</p> <p>Ability to work under pressure and work efficiently to meet deadlines.</p> <p>Excellent IT and Keyboard skills, demonstrating a highly professional standard for any school documentation/communication required. Experience of using Adobe software is helpful, but not essential.</p> <p>Experience of using ParentMail (desirable, but not essential)</p> <p>Understand the importance of Safeguarding</p> <p>Smart appearance.</p>
<b>Knowledge</b>	<p>SIMS.net (desirable).</p> <p>Updating websites</p> <p>MS office, Word and Excel.</p> <p>Adobe software</p>