

PERSON SPECIFICATION

Job Title	School Receptionist / Admin Assistant		
School	Seven Kings School	Salary Range	LBR4 - £30,288 pro rata

Selection Criteria

Education and Qualifications:

- Evidence of continuous professional development relevant to the post

Experience and Training:

- Experience of working in a school or office environment
- Experience of setting up and working with systems and procedures to maintain an efficient service
- Experience of working with a range of partners and agencies to deliver agreed outcomes

Knowledge, understanding and skills:

- Knowledge and understanding of a range of IT and data systems and how they can be used effectively to support learning and school improvement
- An ability to use IT to produce documents, spreadsheets and databases
- Excellent verbal and written communication skills
- Excellent organisation skills
- The ability to work independently and as part of a team
- Ability to act on own initiative
- Ability to work under pressure
- Strong personal values and motivation to lead in line with the ethos of Seven Kings School
- Strong and personal values around the inclusion agenda and equal opportunities

Personal qualities:

- Excellent inter-personal skills. Evidence of good relationships with students, parents and colleagues
- Unconditional positive regard for **all** young people
- An enthusiasm for the post and ability to motivate and inspire pupils, staff, parents / carers and Governors
- A high level of commitment to the school and its continuing development
- Flexibility and the ability to balance priorities and absorb pressure
- Integrity, reliability and the ability to maintain confidentiality
- Commitment to maintaining a positive ethos

General:

- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for own health and safety as well as that of colleagues, students and the public