DOWNSHALL PRIMARY SCHOOL

Part Time Receptionist and Administrator
Person Specification

Purpose of the Job: To be responsible for undertaking Reception and Admin duties within the school.

Knowledge & Experience

- Practical knowledge of administrative processes.
- 5 x GCSE or equivalent level of general education, (including Maths and English grade A-C).
- Direct experience of working in a Reception/Admin environment, preferably in a school (desirable);
- IT skills to a good standard

Interpersonal Skills

- Excellent communication skills both verbal and written for a range of audiences (essential)
- Be of a warm, welcoming and positive manner at all times; (essential)
- Confidentiality (essential)
- Remain calm when visitors become aggressive or angry;
- Ability to relate well to children and adults (essential)
- Ability to work on own initiative
- Work constructively as part of a team
- Understanding school roles and responsibilities and your own position within these (essential)
- Manage and prioritise work
- Assess and resolve most problems independently
- Organisational skills
- Ability to self evaluate learning needs and actively seek learning opportunities

Physical Skills

- Work with precision and attention to detail
- Computer / keyboard skills for the effective use of computer and administrative systems
- Use of a range of office equipment

Professional Attitude

- Flexible approach to work.
- Consideration of work related issues, i.e., deadlines, interruptions and/or task conflict
- Relating effectively with people, including children who may be difficult, upset or unwell.