



## PERSON SPECIFICATION

### Receptionist/Administrator

<b>ESSENTIAL (Must have)</b>	<b>DESIRABLE (Should have)</b>
<p><b>Knowledge &amp; Experience</b>            Knowledge of or experience in business &amp; administration, equivalent to NVQ level 2.</p> <p>Experience of maintaining and manipulating computerised and/or paper based data/information.</p> <p>Excellent IT skills and a good working knowledge of MS Word, Excel and Outlook</p>	<p><b>Knowledge and Experience</b>            Knowledge of school information systems (SIMS)</p> <p>Experience of working in a service orientated environment.</p> <p>Experience of working on any of the following: invoices, sickness/leave records, payroll tasks, orders, employee records, databases.</p> <p>An awareness of equal opportunities.</p>
<p><b>Abilities &amp; Aptitudes</b>            In communication, ability to assess any given situation and to respond in the appropriate manner.</p> <p>Ability to organise and prioritise work, and to adhere to deadlines and targets.</p> <p>An understanding of the requirements in shaping the image of a customer orientated organisation, when working as a 'first point of contact' member of staff.</p> <p>Excellent written and verbal communication skills.</p> <p>Ability to complete accurate financial and arithmetic calculations.</p> <p>Ability to file and retrieve information stored alphabetically and by topic.</p> <p>Ability to check information is correct from a given source.</p> <p>Ability to handle information securely and confidentially.</p> <p>Ability to work cooperatively as part of a team.</p>	<p><b>Abilities &amp; Aptitudes</b>            Aptitude to adapt working style to meet the needs both of adults and of children</p> <p>Aptitude to use standard office equipment efficiently</p>
<p><b>SPECIAL CONDITIONS</b>            The job involves working with children and will be subject to Disclosure Barring checks</p>	