

Receptionist and Admin Assistant

Professional Qualifications and Experience	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>GCSE Maths and English level 4 or above</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a school office.</li> <li>Experience of school office software</li> </ul>
Knowledge and understanding	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Understanding of safeguarding practices and the need for confidentiality, discretion, empathy and professionalism at all times.</li> <li>The versatility, attitude and flexibility required to undertake the post.</li> </ul>	<ul style="list-style-type: none"> <li>Educational management.</li> </ul>
Skills and Attributes	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Actively promote the school's values, ethos, aims and objectives.</li> <li>Develop good professional relationships within and across teams.</li> <li>Establish effective relationships with learners, parents / carers and the school community.</li> <li>Ability to remain calm under pressure, show tact, diplomacy and common sense.</li> <li>Demonstrate good organisational skills.</li> <li>Effective communication with a range of stakeholders.</li> <li>Good literacy and numeracy skills in order to fulfil the role.</li> <li>Ability to prioritise and work under pressure.</li> <li>Ability to work to a high degree of accuracy and pay attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>High Expectations.</li> <li>Good ICT skills.</li> </ul>
Personal characteristics	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Professionalism, calm manner and resilience.</li> <li>Excellent communication skills.</li> <li>Flexibility to adapt to the changing workload demands and school challenges.</li> <li>Self-motivation and personal drive to complete tasks within the necessary timescales and to a high standard.</li> <li>Proven ability to work unsupervised. Self-starter and proactive with a 'can do' attitude.</li> <li>Maintain accurate records and formulate plans.</li> <li>Tact and diplomacy in all interpersonal relationships with pupils and colleagues at work.</li> </ul>	<ul style="list-style-type: none"> <li>Creative and dynamic approaches – thinking outside the box.</li> </ul>