



PERSON SPECIFICATION

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| Job Title | School Receptionist / Admin Assistant | | |
| School | Seven Kings School | Salary Range | LBR 4 point 7 - £23,092 pro rata |
| Selection Criteria | | | |
| Education and Qualifications: <ul style="list-style-type: none">Evidence of continuous professional development relevant to the post | | | |
| Experience and Training: <ul style="list-style-type: none">Experience of working in a school or office environmentExperience of setting up and working with systems and procedures to maintain an efficient serviceExperience of working with a range of partners and agencies to deliver agreed outcomes | | | |
| Knowledge, understanding and skills: <ul style="list-style-type: none">Knowledge and understanding of a range of IT and data systems and how they can be used effectively to support learning and school improvementAn ability to use IT to produce documents, spreadsheets and databasesExcellent verbal and written communication skillsExcellent organisation skillsThe ability to work independently and as part of a teamAbility to act on own initiativeAbility to work under pressure | | | |
| Personal qualities: <ul style="list-style-type: none">Excellent inter-personal skills. Evidence of good relationships with students, parents and colleaguesUnconditional positive regard for all young peopleAn enthusiasm for the post and ability to motivate and inspire pupils, staff, parents / carers and GovernorsA high level of commitment to the school and its continuing developmentFlexibility and the ability to balance priorities and absorb pressureIntegrity, reliability and the ability to maintain confidentialityCommitment to maintaining a positive ethos | | | |
| General: <ul style="list-style-type: none">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 protectionTo demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer careCommitment to developing effective working practices that support the school in raising student achievement and enhancing learning experiencesCommitment to safeguardingBe responsible for own health and safety as well as that of colleagues, students and the public | | | |