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| **Employee Specification Form** | Post Number | |  | |
| Job Title | | Administration Assistant and Receptionist | |
| Department | | Clare Mount Specialist Sports College | |
| Prepared by and date | | Sept 25 | |
| ***Important - Study “Explanatory Notes” printed overleaf before completing form*** | | | | |
| **Essential Personal Attributes** | Stage Identified | **Desirable Personal Attributes** | | Stage Identified |
| **Qualifications**   * Maths GCSE Grade 4 or above (or equivalent) * English GCSE Grade 4 or above (or equivalent) | A | * IT Qualification * Administrative/ Customer service qualification | | A |
| **Experience**   * Recent administrative experience and reception duties * Experience of using databases, data inputting / handling * Working as a member of a team | A/I | * Experience of working in a busy school office * Experience of Arbor and FMS * Experience of processing and reconciling dinner money and other income | | A |
| **Knowledge and skills**   * Excellent interpersonal skills * Knowledge of office procedures and systems e.g., Telephones, filing, photocopying * Strong organisational and time management skills * Ability to provide clerical/administrative/secretarial support to the Headteacher and other staff members * Proficient in the use of IT software including Microsoft Office and Google * Ability to handle a number of different tasks and work to deadlines * Able to communicate effectively orally and in writing | A/I | * Good knowledge of Arbor and Attendance procedures. * Ability to work to tight deadlines * Proactive in supporting the needs of staff & pupils | | A/I |
| **Special Requirements**   * Ability to work both independently and as part of a team * Flexible approach to working in an office with a wide range of duties * Articulate, well motivated and reliable * Positive and friendly manner when dealing with others personally and by telephone * A professional, calm and collected manner with an ability to be able to respond quickly and positively to changing demands. * Participate in appropriate training and CPD | A/I | * Awareness of Child Protection and safeguarding issues * Awareness of Health and Safety Regulations * Willingness to work independently and ability to show initiative * Understanding of Data Protection Legislation | | A/I |