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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 |