

Reception & Admin Assistant, Band D 6-7 at Foxfield School, Wirral
Employee Specification Form

M23

PERSONAL ATTRIBUTES				
	ESSENTIAL		DESIRABLE	
	ATTRIBUTE	STAGE IDENTIFIED	ATTRIBUTE	STAGE IDENTIFIED
Qualifications and Training	<p>No specific qualifications are required for this post.</p> <p>A commitment to your own continuing professional development.</p>	Application Interview	<p>Evidence of participation in training relevant to working within an office environment.</p> <p>A willingness to undertake additional training.</p>	Application Interview
Experience	<p>Experience of working in an administration/office.</p> <p>Demonstrate comprehensive IT skills e.g. Use of a variety of school related software systems.</p> <p>Excellent communication skills, including the ability to deal with individuals in person and on the telephone.</p>	Application Interview	<p>Experience of working in a school setting.</p> <p>Experience of working/interacting with a broad range of people.</p> <p>Ability to organise, prioritise and manage their own workload.</p> <p>Experience of ARBOR, FMS, CPOMS, SCR tracker.</p>	Application Interview

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Knowledge and Skills	<p>Reliable and trustworthy.</p> <p>A good understanding of confidentiality in all work place matters and communications</p> <p>An understanding that safeguarding is an essential part of the job.</p> <p>Demonstrate a good standard of numeracy, literacy and accuracy.</p> <p>An ability to work as part of a busy team.</p>	Interview	<p>Knowledge of data protection.</p> <p>Experience using office printers/copiers.</p> <p>Ability to support our finance officer.</p> <p>Experience of filing and record keeping.</p> <p>First Aid qualification.</p>	Application Interview
Special Requirements	N/A		Driving licence	Application