



## PERSON SPECIFICATION

### Receptionist/Senior Administrative Officer

#### Salary Scale LBR4

|                                 |   |
|---------------------------------|---|
| <b>Experience</b>               | <ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative systems</li> </ul>   |
| <b>Qualifications/Training</b>  | <ul style="list-style-type: none"> <li>• Excellent numeracy/literacy skills</li> <li>• GCSE / NVQ 2 or equivalent qualifications or experience</li> <li>• Appropriate first aid training (or willing to learn)</li> </ul>   |
| <b>Knowledge/Skills</b>         | <ul style="list-style-type: none"> <li>• Effective use of ICT equipment/resources</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Very good ICT skills</li> <li>• Ability to relate will to children and adults</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul> |
| <b>Personal Characteristics</b> | <ul style="list-style-type: none"> <li>• Calm, approachable and friendly manner</li> <li>• Well organised with ability to multi-task</li> <li>• Excellent sense of humour</li> </ul>  |