

School Office Receptionist Person Specification

Category	Criteria	Essential/Desirable
Experience	Demonstrate general clerical/ administrative experience	Essential
	Experience of use of computer programmes and/or administrative systems	Desirable
	Ability to demonstrate use of MIS – Arbor	Desirable
	School office experience	Desirable
	Experience of coordinating and organising projects and events	Desirable
Qualifications / Training	NVQ 2 or equivalent qualification or experience in relevant discipline	Desirable
	Effective numeracy & literacy skills	Essential
	Up to date First Aid Training or a willingness to undertake training	Desirable
Knowledge/Skills	Exceptional organisation skills	Essential
	Effective use of Microsoft Office 365 software (eg. Word, Outlook, Calendar, etc.)	Essential
	Knowledge of relevant policies in GDPR and relevant legislation in the UK	Desirable
	Knowledge and understanding of Keeping Children Safe in Education and school safeguarding policies and practices	Desirable
	Ability to relate well to children and adults	Essential
	Ability to work constructively as part of a team and independently	Essential
	Effective and proven use of ICT	Essential
	Ability to be resilient under pressure and bring a constructive mindset to every challenge	Essential