



PERSON SPECIFICATION

Job Title: Sixth Form Reception Administrator
Grade: Grade 3
Hours: 37 hours per week, term time only, plus 1 week

	Criteria	Assessment
KNOWLEDGE	- Office practices and procedures - The need for confidentiality in dealing with confidential matters - Microsoft Office, including but not limited to Word Processing, Spreadsheets and Database packages - Equal Opportunities - Good customer service	A/I A/I A/I I A/I/R
SKILLS & ABILITIES	- Produce documentation as appropriate to a high standard - Excellent inter-personal skills - Prioritise work load - Work with minimum supervision - Respect confidentiality and the sensitive nature of working within a school environment - Meticulous attention to detail - Communicate effectively with a range of people in the school - Flexible and well organised approach to work - To work with frequent interruptions - Operate general office equipment - Work calmly under pressure and to tight deadlines - Work using own initiative and also as part of a team - Use computerised school based systems (e.g. SIMS, PARS) - Proactive approach to training and development - Positive contribution to systems improvement - Communicate effectively with parents	A/I A/I A/I A/I/R A/I A/I A/I A/I/R A/I A A/I A/I/R A/I/R I I/R A/I
EXPERIENCE	Minimum of 2 years in a busy administrative environment, dealing with confidential matters	A/I/R
EDUCATION ACHIEVEMENTS	- RSA or Clait qualification in Word Processing (or equivalent) - Recognised qualification, or evidence of ability to use spreadsheets and databases - Good standard of general education, including English and Mathematics	A A/I A
OTHER	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Criminal Record Disclosure will be required prior to appointment	