



Coventry City Council

Person Specification

Job Title:	Reception / Admin Assistant	Job Number:	
Directorate:	Coventry City Council	Post Number:	
Service:	Services for Schools	Grade:	Grade 1
Location:	Broad Heath Primary School		

	Job Requirements
Knowledge:	<ul style="list-style-type: none">• Microsoft Office Packages, such as Word and Excel• Office procedures, practices and equipment• Computer applications used in schools – SIMS.net

Skills and Abilities:	<ul style="list-style-type: none">• Liaise and communicate effectively with everyone contacting the front office by telephone and in person. Deal with all matters in a courteous and professional manner and filter calls where appropriate.• Sort, identify, classify, record and file accurately in alphabetical and numerical order.• Deal with interruptions and work efficiently and effectively in a busy office environment.• Remain calm and courteous under pressure.• Provide administrative and clerical support to senior staff, typing, making appointments and updating diaries as appropriate.• Maintain filing systems in an orderly manner.• Recognise the importance of security and confidentiality in a school setting.
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Experience:	<ul style="list-style-type: none">• Experience of working in a busy office environment.• Experience of assisting in word processing, filing, maintenance of records using telephones and dealing with people.• Experience of using SIMS applications in a school environment.
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Special Requirements:	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure Barring Service check will be required prior to appointment.
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Date Reviewed:

Updated: