

Person Specification

Job Title: Receptionist/Clerical Assistant

Grade: 2 Hours: 37 Weeks: 39 weeks



St Christopher
PRIMARY SCHOOL

Job Requirements

Knowledge:	<ul style="list-style-type: none">• An understanding of administrative procedures.• An ability to use all office equipment within the context of Health and Safety Regulations.
Skills and Abilities:	<ul style="list-style-type: none">• Able to be a supportive member of a team.• Able to communicate and enjoy working with children in a sensitive and caring manner within a multicultural setting.• Able to prioritise and organise workload to meet deadlines and remain calm under pressure.• Able to liaise and communicate effectively with staff, parents, children and others by telephone and on an interpersonal level, to obtain and give information in a courteous way and to resolve queries and filter callers where appropriate.• Able to confidently use computer system to input and extract information• Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order.• Able to record and present information in a neat and legible way.• Able to support the provision of secretarial services, e.g. maintain diary, book appointments, take messages and arrange meetings.• Able to stay calm with difficult visitors and follow agreed guidelines for such situations.• Able to operate office equipment such as photocopier, fax etc.• Able to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act.• Able and willing to undertake staff training and development courses.• Possess a good sense of humour.
Experience:	<ul style="list-style-type: none">• Proven clerical background covering activities such as, maintenance of records, using the telephone, dealing with people and filing• Maintenance of financial records and cash handling.• Proven IT skills
Educational:	<ul style="list-style-type: none">• Good level of education
Special Requirements:	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Criminal Record check via the DBS will be required prior to appointment.