

# Person Specification

**Job Title: Receptionist/Clerical Assistant**

Grade: 2      Hours: 20      Weeks: 39 weeks



**St Christopher**  
PRIMARY SCHOOL

## Job Requirements

<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• An understanding of administrative procedures.</li><li>• An ability to use all office equipment within the context of Health and Safety Regulations.</li></ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to be a supportive member of a team.</li><li>• Able to communicate and enjoy working with children in a sensitive and caring manner within a multicultural setting.</li><li>• Able to prioritise and organise workload to meet deadlines and remain calm under pressure.</li><li>• 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.</li><li>• Able to confidently use computer system to input and extract information</li><li>• Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order.</li><li>• Able to record and present information in a neat and legible way.</li><li>• Able to support the provision of secretarial services, e.g. maintain diary, book appointments, take messages and arrange meetings.</li><li>• Able to stay calm with difficult visitors and follow agreed guidelines for such situations.</li><li>• Able to operate office equipment such as photocopier, fax etc.</li><li>• Able to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act.</li><li>• Able and willing to undertake staff training and development courses.</li><li>• Possess a good sense of humour.</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Proven clerical background covering activities such as, maintenance of records, using the telephone, dealing with people and filing</li><li>• Maintenance of financial records and cash handling.</li><li>• Proven IT skills</li></ul>
<b>Educational:</b>	<ul style="list-style-type: none"><li>• Good level of education</li></ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• 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.</li></ul>