

Person Specification

Job Title:	Receptionist/Clerical Assistant	Job Number:	L3028D
Directorate:	Children, Learning and Young People	Post Number:	1027649
Service:	Services for Schools	Grade:	Grade 2
Location:	Mount Nod Primary School		

Job Requirements	
Knowledge:	<ul style="list-style-type: none"> • An understanding of administrative procedures • Working knowledge of Microsoft packages such as Word, Excel and Publisher • Working knowledge of computer packages used in schools such as SIMS, desirable but not essential • Working knowledge of school to home communication systems and on-line payment systems such as, School Comms desirable but not essential • 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 relate well to children and adults. • Able to work constructively and flexibly as part of a team. • Able to prioritise and organise workload to meet deadlines, cope with interruptions and handle situations calmly and effectively. • Able to build positive relationships and liaise effectively with a wide range of stakeholders in a polite and professional manner. • Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order. • Able to demonstrate an excellent standard of written and spoken English • Be punctual and able to fulfil duties in a responsible and efficient manner. • 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 etc. • Able to recognise the importance of safeguarding, security and confidentiality in a school setting • Willing to undertake on-going staff development and training as required • Have a commitment to our inclusive ethos.

Experience:	<ul style="list-style-type: none"> • Experience of using Microsoft Office software, including Microsoft Word, Excel and Publisher. • Maintenance of financial records and cash handling. • Relevant experience that involves working in an office environment, undertaking such tasks as front of house duties, record keeping and use of telephone/ email • Experience of working in an environment with children • Experience of using MIS systems is desirable but not essential • Working within a busy high-pressured environment, where multi-tasking is essential. • Communicating with visitors who's first language may not be English. • Working as a team and communicating effectively.
Educational:	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills • GCSEs in Maths and English (Grade A-C equivalent)
Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory Disclosure and Barring Service (DBS) check.