



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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Minimum of 2 years in a busy administrative environment, dealing with confidential matters 	A/I/R
EDUCATION ACHIEVEMENTS	<ul style="list-style-type: none"> 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	