



PERSON SPECIFICATION

School Receptionist / Admin Assistant

| ATTRIBUTES | DESCRIPTION | Essential | Desirable |
|--|---|-----------|-----------|
| QUALIFICATIONS | ➤ 5+ A*-C (or equivalent), including English and maths | ✓ | |
| | ➤ Level 3 qualification | | ✓ |
| | ➤ Other relevant qualifications | | ✓ |
| EXPERIENCE | ➤ At least one year's experience working in a busy office environment | ✓ | |
| | ➤ Experience of working in an environment which requires regular contact with members of the public | ✓ | |
| | ➤ Experience of using word processing software, in particular Microsoft Office | ✓ | |
| | ➤ Experience of inputting and extracting data into / from a computerised system | ✓ | |
| | ➤ Experience of general office duties | ✓ | |
| | ➤ Experience of working in a school | | ✓ |
| | ➤ Experience of Reception duties or communication via the telephone | ✓ | |
| KNOWLEDGE, SKILLS AND ABILITIES | ➤ Accurate and efficient keyboard skills | ✓ | |
| | ➤ Excellent communication skills, both written and verbal | ✓ | |
| | ➤ To have excellent interpersonal skills | ✓ | |
| | ➤ Excellent ICT skills | ✓ | |
| | ➤ Proven ability to work effectively alone or as part of a team | ✓ | |
| | ➤ Ability to work on own initiative | ✓ | |
| | ➤ Knowledge and understanding of a Management Information system | | ✓ |
| | ➤ An understanding of the demands of working in a school environment | | ✓ |
| | ➤ An ability to work under pressure and to strict deadlines | ✓ | |
| OTHER | ➤ To demonstrate flexibility, sensitivity and the ability to find solutions | ✓ | |
| | ➤ Commitment to health & safety | ✓ | |
| | ➤ Smart, professional appearance | ✓ | |
| | ➤ Ability to remain calm and professional at all times | ✓ | |
| | ➤ Enhanced DBS clearance will be required | ✓ | |
| | ➤ Ability to maintain confidentiality and discretion at all times | ✓ | |

Haslingden High School is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or on behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and references.