



St Philip Howard Catholic Voluntary Academy

PERSON SPECIFICATION FOR SCHOOL RECEPTIONIST/ADMINISTRATOR

SPECIFICATION	ESSENTIAL
Qualification and training	<p>Good level of literacy and numeracy skills.</p> <p>Appropriate knowledge of first aid.</p>
Experience	<p>Experience of general clerical /administrative work.</p> <p>Experience of working on reception / help desk.</p> <p>Basic finance experience.</p>
Qualities, skills, knowledge and abilities.	<p>Competent use of relevant administrative equipment/resources e.g. photocopier, fax and scanner.</p> <p>Good level of literacy and numeracy skills.</p> <p>Ability to communicate clearly - clear spoken English.</p> <p>Effective use of ICT packages good keyboard skills.</p> <p>Competent use of relevant administrative equipment/resources e.g. photocopier, fax and scanner. h) Knowledge of relevant policies/codes of practice.</p> <p>Ability to relate well to children and adults.</p> <p>Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.</p> <p>Ability to identify own training and development needs and cooperate with means to address these.</p> <p>To be responsible for promoting and safeguarding the welfare of children and young people within the school.</p> <p>Ability to confidently update and amend the school website and manage the school's social media pages.</p>
Health	<p>A good attendance record.</p> <p>Evidence of the stamina required to cope with the demands of the post.</p>
References	Supportive.