

PERSON SPECIFICATION

STUDENT SERVICES RECEPTIONIST/ADMIN. ASSISTANT Admin Support Role B

| CRITERIA | ESSENTIAL CRITERIA |
|--|---|
| <p>Job Related Education and Qualifications and Knowledge</p> | <ul style="list-style-type: none"> • NVQ Level 2 or equivalent qualification or experience in relevant discipline • Good knowledge and understanding of relevant ICT packages • Knowledge of relevant policies / codes of practice and awareness of relevant legislation • Appropriate knowledge of first aid |
| <p>Experience</p> | <ul style="list-style-type: none"> • Demonstrable experience of clerical / administrative work, likely to have been gained over a period of one year • Good numerical skills to undertake a variety of tasks. • Good literacy skills to undertake a variety of tasks, e.g. maintaining records, maintaining diary(ies) producing a range of correspondence • Good keyboard / computer skills where this is appropriate for the role, e.g. production of reports, correspondence, inputting / updating personnel or financial information • Able to relate well to children and adults, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, providing straightforward advice on first aid etc • Some analytical skills required, • Able to demonstrate sensitivity and tact • Able to maintain confidentiality • Able to work accurately and with attention to detail • Alertness and concentration, e.g. when drafting correspondence • Able to undertake short term planning, e.g. managing own workload, ensuring deadlines are met, planning for school activities, e.g. school trips / sports day • Able to deal with more complex queries and know when to refer to more senior staff |