

Temporary School Administrator/ Receptionist

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

<p>Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.</p> <ul style="list-style-type: none"> • Knowledge of SIMS packages (preferable but not essential) • GCSE or equivalent in English and maths • Knowledge of educational legislation, guidance and legal requirements relevant to the governing body
<p>Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.</p> <ul style="list-style-type: none"> • Good general communication skills • Good telephone manner • Good organisational skills – able to prioritise workload • Able to identify parent and staff needs quickly and deal effectively with enquiries • Tact, diplomacy, confidentiality and sensitivity • Able to use Word, Excel, Outlook and Publisher • Ability to set up and maintain record and filing systems
<p>Experience: type, level and length.</p> <ul style="list-style-type: none"> • At least one-year experience in a similar environment. • Word processing experience • Experience of working within a busy, diverse environment
<p>Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.</p> <ul style="list-style-type: none"> • A flexible approach to work • A sense of responsibility • Tact and diplomacy • Integrity • Confidentiality • Ability to remain impartial