

Larmenier & Sacred Heart Catholic Primary School



PERSON SPECIFICATION: Receptionist and Administration Assistant

GRADE: Scale 6 (Spine Points 26-28)

Post Requirements	Essential / Desirable	Criteria	Assessed from
EXPERIENCE RELEVANT TO POST Work/life experience Supervision/management	E	Experience of a busy office environment, ideally within an educational setting.	A&I
	E	Experience of a customer-facing environment.	A&I
	D	First Aid trained.	A&I
COMPETENCIES AND SPECIAL APTITUDES Numeracy, literacy, communication, reasoning ability	E	Excellent interpersonal skills, including telephone and reception manner.	I
	E	Excellent communication skills, both verbal and written.	A&I
	E	Competent in computer literacy skills, including confidence in the use of office packages, email and information systems; accurate data entry and handling.	A&I
	E	Ability to prioritise and manage workload and work to competing deadlines, whilst managing interruptions.	I
	E	Proactive flexible and organised approach to tasks with the ability to work with initiative and own judgement.	A&I
	E	The ability to engage with people at all levels and establish and maintain good working relationships.	A&I
	E	Ability to work individually and as a team.	A&I
	E	The ability to remain calm in busy or demanding situation.	I
	E	A sound understanding of the need for confidentiality, tact, discretion and sensitivity.	A&I
	E	Ability to relate well to children and adults.	A&I
	E	Must be reliable, trustworthy and conscientious.	A&I
	E	Willingness to learn and a commitment to own professional development.	A&I
KNOWLEDGE RELEVANT TO JOB Special procedures	E	Comprehensive understanding of office administration.	A&I
EDUCATION Basic/secondary Further education Essential qualifications	E	Minimum of 5 GCSEs at A-C (or equivalent), including English and Maths.	A
COMMITMENT TO SCHOOL'S AIMS AND VALUES Catholic ethos Race, gender and disability issues Awareness, Commitment, Knowledge	E	Commitment to supporting the Catholic ethos and a Catholic way of living and teaching.	A&I
	E	A commitment to equal opportunities and to work towards the elimination of all forms of discrimination.	A&I
	Key: E = Essential D = Desirable		Key: A = Application Form I = Interview