

**PERSON SPECIFICATION & ASSESSMENT
SCHOOL RECEPTIONIST / ADMINISTRATOR**

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
Qualifications			
Good standard of education, including English and Maths	✓		A
Good communication skills, both verbal and written	✓		A/I
ICT or secretarial qualification		✓	A
Paediatric First Aid qualification (or willing to train)	✓		A
Experience			
Experience of working successfully and cooperatively as a member of a team		✓	A/I
Experience of undertaking a range of administrative tasks	✓		I/T
Professional Values			
A desire to work within a school and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body	✓		A/I
Establish and maintain good professional relationships with pupils, parents and colleagues	✓		A/I/T
Knowledge and Understanding			
Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, health & Safety and Inclusion	✓		A/I
Have confident ICT skills, including Word, Excel, email and database programmes	✓		A/T
Experience of SIMs		✓	A
Skills			
Effective communication (verbal and written) at all levels e.g. pupils, staff, parents, visitors	✓		I/T
Establish and develop appropriate relationships with pupils, parents, colleagues and governors	✓		A/I/T
Promote positive working relationships	✓		I
Ability to work under pressure, to tight deadlines and prioritise work load	✓		I/T
Personal characteristics			
Punctual	✓		
Approachable and empathetic	✓		
Organised and resourceful	✓		

Handsworth Primary School

Other Requirements			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		
Evidence of commitment to safeguarding and protecting the welfare of children	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		

*I - Interview

T – Test/Presentation

A – Application Form