

ADMINISTRATOR / RECEPTIONIST**Job Code A1464****LEVEL 3 Under the instruction / guidance of senior staff: provide general administrative / financial support to the school.**

Administrator / Receptionist:	Essential:	Desirable:
Experience	<ul style="list-style-type: none">• General clerical / administrative / financial work;• Working in a busy office environment• Dealing with external organisations over the telephone or visitors;• Experience of working in a confidential manner with sensitive information.	<ul style="list-style-type: none">• Worked within a school admin position.
Qualifications	<ul style="list-style-type: none">• NVQ 2 or equivalent qualification or significant experience in relevant discipline;• Good numeracy/literacy skills;• Willingness to attend further training if required.	<ul style="list-style-type: none">• Experience of schools SIMS system;• Evidence of continued professional development;• Recent Safeguard training.
Knowledge/Skills	<ul style="list-style-type: none">• Excellent interpersonal skills and highly organised, with an ability to meet deadlines;• To work as part of a team, and to work on own initiative;• Ability to present information in a logical, clear and concise format, and to communicate this effectively to colleagues, governors and parents;• Able to contribute effectively to deliver services in a manner that complies with regulatory requirements;• Effective use of ICT packages;• Use of relevant administrative equipment / resources;• Good keyboard skills;• Knowledge of relevant policies / code of practice & awareness of relevant legislation within schools;	<ul style="list-style-type: none">• Understanding of schools administrative procedures and systems.

Administrator / Receptionist:	Essential:	Desirable:
Knowledge/Skills Continued....	<ul style="list-style-type: none"> • Ability to relate well to children and adults; • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to identify own training & development needs & co-operate with means to address these. 	
Personal Qualities and Skills	<ul style="list-style-type: none"> • Responsive to change; • Ability to prioritise and work under pressure; • Trustworthy, discreet and able to deal with confidential matters. 	<ul style="list-style-type: none"> • A positive attitude to problem solving.