**The Federation of Our Lady Queen of Martyrs, Esh Winning and St Joseph’s, Ushaw Moor, RC Primary Schools**

Person Specification

School Receptionist & Administrative Assistant (Grade 3)

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| **Criteria** | **Essential** | **Desirable** | **Where identified** |
| Qualifications and Training | English and Maths qualification at least to GCSE grade C (or equivalent)NVQ Level 3 in a relevant subject (or equivalent)Excellent communication skills, both verbal and written | An administrative or secretarial qualificationAdditional relevant qualification(s)Evidence of in-service professional developmentFirst Aid qualification | Letter of interest Application formCertificatesInterview |
| Experience | Worked in a public facing office environmentWorked successfully and co-operatively as a member of a team | A working knowledge of Windows 10Experience of a (primary) school office environmentExperience of basic financial management and/or procedures | Application formInterview |
| Professional Values | Establish and maintain good professional relationships with pupils, parents and colleaguesAdopt a flexible approach to working and be supportive of colleagues and sharing workloadsDemonstrate a team centred approach to work yet be able to work independentlyPromote the schools’ vision and aims positively |  | InterviewReferences |
| Skills, Knowledge and Aptitude | Awareness of the statutory requirements of legislation concerning safeguarding, child protection, health and safety, equalities and inclusion Ability to effectively use a wide range of office based IT programmes including Word and Excel Ability to communicate well orally and in writing in a variety of situations for a variety of audiencesEstablish and develop appropriate relationships with all stakeholdersPrioritise workloads in an environment with conflicting demandsHave excellent time management and organisational skillsBe able to work under pressure and meet deadlinesTake initiativeAbility to work independentlyAttention to detailAbility to work across both schools | Understand the statutory requirements of legislation concerning safeguarding, child protection, health and safety, equalities and inclusionSound financial competencies Competent in the use of school IT packages such as SIMSCompetent in the use of FMSISCompetent in the use of Office 365Make suggestions for changing established working practice to improve the efficiency and effectiveness of the school reception area and take responsibility for implementing themAwareness and an understanding of recent developments in the education sectorWillingness to undertake additional relevant trainingFull driving licence  | Application formInterviewReferences |
| Personal Attributes | Calm and patientApproachable and empatheticOrganised and resourcefulAbility to multi-taskDiscrete, tactful and understanding of the need for confidentialitySensitivity and a willingness to offer support to and accept support from others Excellent time management, punctuality and attendanceSmart appearanceGood communication and presentation skillsPositive attitude to change and ability to work flexibly Desire to play a full and active part in the life of the school | A practising Catholic | Interview |
| Safeguarding | The post holder must be willing to undertake an Enhanced Disclosure and Barring check, a pre-employment health check and provided two satisfactory references. |