**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 qualification  Additional relevant qualification(s)  Evidence of in-service professional development  First Aid qualification | Letter of interest  Application form  Certificates  Interview |
| Experience | Worked in a public facing office environment  Worked successfully and co-operatively as a member of a team | A working knowledge of Windows 10  Experience of a (primary) school office environment  Experience of basic financial management and/or procedures | Application form  Interview |
| Professional Values | Establish and maintain good professional relationships with pupils, parents and colleagues  Adopt a flexible approach to working and be supportive of colleagues and sharing workloads  Demonstrate a team centred approach to work yet be able to work independently  Promote the schools’ vision and aims positively |  | Interview  References |
| 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 audiences  Establish and develop appropriate relationships with all stakeholders  Prioritise workloads in an environment with conflicting demands  Have excellent time management and organisational skills  Be able to work under pressure and meet deadlines  Take initiative  Ability to work independently  Attention to detail  Ability to work across both schools | Understand the statutory requirements of legislation concerning safeguarding, child protection, health and safety, equalities and inclusion  Sound financial competencies  Competent in the use of school IT packages such as SIMS  Competent in the use of FMSIS  Competent in the use of Office 365  Make suggestions for changing established working practice to improve the efficiency and effectiveness of the school reception area and take responsibility for implementing them  Awareness and an understanding of recent developments in the education sector  Willingness to undertake additional relevant training  Full driving licence | Application form  Interview  References |
| Personal Attributes | Calm and patient  Approachable and empathetic  Organised and resourceful  Ability to multi-task  Discrete, tactful and understanding of the need for confidentiality  Sensitivity and a willingness to offer support to and accept support from others  Excellent time management, punctuality and attendance  Smart appearance  Good communication and presentation skills  Positive 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. | | |