**ROLE TITLE: Receptionist / Assistant Admin Officer**

**PERSONNEL SPECIFICATION**

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

**SKILLS:**

* Ability to operate Information Technology systems efficiently and accurately.
* Clearly developed organisational skills.
* Experience of working in a busy office situation.

**EXPERIENCE:**

* Previous experience of working in a busy office situation.
* Experience of using computer technology.
* SIMS experience in inputting new admissions application forms, attendance/ dinner registers, extracting reports etc.
* Proficiency using cloud-based personnel databases

**KNOWLEDGE:**

* Knowledge of primary school’s admissions arrangements & processes
* Is aware of General Data Protection Regulation (GDPR)
* Knowledge of using Wordpress
* Knowledge of using G Suite

**ABILITIES:**

* Ability to work under pressure to tight deadlines.
* Ability to prioritise and organise workload.
* Ability to exercise confidentiality and discretion.
* Ability to communicate effectively.
* Ability to use Word and Excel
* Excellent communication skills: both oral and written

**EDUCATION:**

* High standard of English and Maths.

**QUALITIES:**

* Clear record of good punctuality and attendance.
* Honesty and integrity.
* Loyalty and professional confidentiality.
* Friendly, personable approach.
* Flexibility
* Must have ability to empathise and listen actively to both children/s and parents needs
* Has a warm and welcoming telephone manner
* Excellent attention to detail
* Will be resilient, with a desire to progress and play a valuable role within the development of the school
* Use initiative and take direction