

CHINGFORD FOUNDATION SCHOOL
PERSON SPECIFICATION & ASSESSMENT
ADMINISTRATIVE ASSISTANT/RECEPTIONIST

	Essential (E)	Desirable (D)
Training and Qualifications		
Good standard of education	E	
Willingness to receive appropriate training relating to the post	E	
First Aid qualification		D
Experience		
Previous experience of work in an educational environment, including experience working with Sims		D
Receptionist experience		D
Experience working in a busy office environment	E	
Experience of using Microsoft Packages, including databases and spreadsheets	E	
Experience of managing data and maintaining accurate records and filing systems	E	
Skills and Knowledge		
To be able to prioritise workloads	E	
To be able to deal with regular interruptions	E	
Communicate effectively (both verbally and in writing) at all levels e.g. pupils, staff, parents and visitors	E	
Ability to work constructively as part of a team, understanding school roles and responsibilities	E	
Be able to work under pressure	E	
Excellent organisational and administrative skills	E	
Ability to take instructions and carry out set duties	E	
Ability to work with minimal supervision and to act on own initiative	E	
Personal Attributes		
Approachable and empathetic	E	
Ability to show initiative and prioritise one's own work and that of others even when under pressure	E	

Able to follow direction and work in collaboration with Line Manager.	E	
Able to work flexibly to support others and respond to unplanned situations	E	
Efficient and meticulous in organisation	E	
Commitment to the highest standards of child protection	E	
Recognition of the importance of personal responsibility for Health and Safety	E	
The ability to maintain confidentiality	E	
Desire to enhance and develop skills and knowledge through own professional development	E	
To undertake duties with a professional approach at all times.	E	
Commitment to the school's ethos, aims and Trust Charter	E	