

Meridian Primary School Receptionist and Administrator - Person Specification



Candidates should write a personal statement to illustrate how they meet the criteria & how their examples demonstrate impact.

QUALIFICATIONS:

Essential –

1. A* to C grades GCSE Maths and English or equivalent
2. First Aid Qualification or a commitment to acquiring this

EXPERIENCE:

Essential -

3. Successful experience of working in an educational setting in an office environment/administrative role including dealing with the public
4. Successful experience of working with computerised information systems such as Arbor

PROFESSIONAL KNOWLEDGE and SKILLS:

Essential –

5. Excellent communication skills - able to communicate in a professional, clear and concise manner both on the telephone, face to face and by email
6. Strong IT skills – including word processing/typing skills and data input
7. Ability to promote, develop and maintain positive relationships with children, staff, parents, carers, governors and outside agencies and work collaboratively with them
8. Ability to actively demonstrate the ethos and values of the school in everyday practice
9. Able to work calmly under pressure and be polite but firm
10. An understanding and appreciation of the importance of safeguarding and equal opportunities in an educational setting

Desirable

11. A knowledge and understanding of a management information system, including administering school dinners, attendance and admissions

PERSONAL ATTRIBUTES:

12. Friendly and confident
13. Excellent organisational skills with the ability to prioritise and meet deadlines
14. Flexible
15. Reflective with a commitment to your own professional development
16. A good sense of humour