

# Northgate Primary School

## Person Specification

### Receptionist / Administrator



		Essential	Desirable	Evidence
<b>Qualifications</b>	Sound educational background	✓		A
	GCSE English and Mathematics	✓		A
	Finance awareness/experience		✓	A
	Detailed Microsoft Office knowledge		✓	R, A, I
<b>Experience, Skills &amp; Abilities</b>	SIMs) Experience of working in a school or similar environment		✓	R, A, I
	Experience in working in an office environment	✓		R, A, I
	First Aid		✓	A, I
	Ability to plan workload to ensure all work is priorities and completed in a timely manner and/or by any time critical due date	✓		R, A, I
	Computer literate and good administrative skills	✓		R, A, I
	Communication skills, both written and oral	✓		A, I
	Interpersonal skills	✓		A, I
	Flexible and sensitive to the needs of a wide range of users of the school	✓		R, A, I
	Able to coordinate record keeping systems and processes in line with school policy	✓		A, I
	Ability to work confidentially	✓		R, A, I
	Good knowledge of IT Systems (Word / Excel / SIMs)		✓	R, A, I
<b>Personal Qualities &amp; Attitudes</b>	Trustworthy and discreet	✓		R, A
	Excellent communication skills (written & verbal)	✓		R, A
	Able to build effective and positive working relationships	✓		R, A
	Organised and methodical approach to work	✓		R, A
	Good sense of humour	✓		R, A, I
	Committed to safeguarding and promoting the welfare of children and young people	✓		R, A, I
	A willingness to embrace new technology	✓		R, A, I
	Problem solver and ability to work on own initiative	✓		R, A, I
	Attention to Detail	✓		R, A, I
	To be able to communicate effectively in standard English	✓		R, I

*Evidence: A=Application Form, R=References, I=Interview*