

Herne Junior School – Person Specification

Receptionist and Admin Assistant



Professional Qualifications and Experience	
Essential	Desirable
<ul style="list-style-type: none"> GCSE Maths and English level 4 or above 	<ul style="list-style-type: none"> Experience of working within a school office. Experience of school office software
Knowledge and understanding	
Essential	Desirable
<ul style="list-style-type: none"> Understanding of safeguarding practices and the need for confidentiality, discretion, empathy and professionalism at all times. The versatility, attitude and flexibility required to undertake the post. 	<ul style="list-style-type: none"> Educational management.
Skills and Attributes	
Essential	Desirable
<ul style="list-style-type: none"> Actively promote the school's values, ethos, aims and objectives. Develop good professional relationships within and across teams. Establish effective relationships with learners, parents / carers and the school community. Ability to remain calm under pressure, show tact, diplomacy and common sense. Demonstrate good organisational skills. Effective communication with a range of stakeholders. Good literacy and numeracy skills in order to fulfil the role. Ability to prioritise and work under pressure. Ability to work to a high degree of accuracy and pay attention to detail 	<ul style="list-style-type: none"> High Expectations. Good ICT skills.
Personal characteristics	
Essential	Desirable
<ul style="list-style-type: none"> Professionalism, calm manner and resilience. Excellent communication skills. Flexibility to adapt to the changing workload demands and school challenges. Self-motivation and personal drive to complete tasks within the necessary timescales and to a high standard. Proven ability to work unsupervised. Self-starter and proactive with a 'can do' attitude. Maintain accurate records and formulate plans. Tact and diplomacy in all interpersonal relationships with pupils and colleagues at work. 	<ul style="list-style-type: none"> Creative and dynamic approaches – thinking outside the box.