

Preston Primary Academy Trust

Person Specification: School Receptionist

	Essential	Desirable
	We are looking for someone who has:	It would be great if you also have:
Knowledge	<ul style="list-style-type: none"> • Good knowledge of effective administration systems. • Previous experience of effective administration systems and processes • Attention to detail • Methodical and well organised • Demonstrates an ability to use own initiative • Ability to deal with confidential tasks • Good knowledge of effective IT administration systems. 	<ul style="list-style-type: none"> • Knowledge of SIMs and / Parent Pay systems
Skills	<ul style="list-style-type: none"> • Excellent IT skills that include a sound working knowledge of Microsoft Office, e-mail and use of the internet. • Excellent record keeping skills. • High standard of oral and written communication skills and ability to understand and convey information effectively. • Highly organised and efficient. 	
Experience	<ul style="list-style-type: none"> • Experience of using Microsoft Office (word and excel) • Email and the Internet. • Experience of working on confidential matters. 	<ul style="list-style-type: none"> • Experience of school administration
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE Level/ NVQ Level 3 or equivalent, achieving a Grade 4 in Maths and English 	
Abilities	<ul style="list-style-type: none"> • Ability to work and communicate effectively at all levels • Draft correspondence to a high standard and produce well-presented reports and other documentation. 	<ul style="list-style-type: none"> • Work experience in a busy office environment
Personal Attributes	<ul style="list-style-type: none"> • Well-presented and personable. • Articulate with a good standard of spoken and written English. • A passion for working with and supporting children and young people. • Self-motivated and a quick learner • Positive with a 'can do' attitude. 	

	<ul style="list-style-type: none"> • Takes pride in a job well done. • Friendly and approachable • Outgoing personality 	
Equality	<ul style="list-style-type: none"> • An understanding of acceptance and commitment to, the fundamental principles of equal opportunities. • Able to work in a way that promotes equality of opportunity and respect for diversity. 	
Safeguarding	<ul style="list-style-type: none"> • Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. • Able to work in a way that promotes the safety and well-being of children and young people. 	