

LITTLE HEATH SCHOOL

Reading, Berkshire

Specialist Science and Mathematics College;
High Performing Secondary School



PERSON SPECIFICATION

Job Title: Receptionist/Administrative Assistant

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> Educated to GCSE level, including English and Mathematics RSA II typewriting or equivalent experience 	<ul style="list-style-type: none"> Training accreditation in SIMS packages such as Assessment Manager Formal safeguarding training to Level 1 Holds or is working towards a relevant NVQ at level 2 in Business Administration or higher Current First Aid qualification
Previous experience	<ul style="list-style-type: none"> Secretarial or administration experience, in an office 	<ul style="list-style-type: none"> Experience of administrative support work, ideally in an education environment Experience of working as a receptionist in a busy office Experience of supporting senior management
Skills, knowledge and understanding	<ul style="list-style-type: none"> Ability to communicate effectively with children, parents and other staff Excellent ICT skills Strong numeracy skills Excellent planning and organisational skills Professional telephone manner Excellent written English 	<ul style="list-style-type: none"> Higher competence in ICT. Knowledge of school communication strategies
Leadership and management	<ul style="list-style-type: none"> The ability to develop strong working relationships with students and staff, and with staff from outside agencies Willingness to work as part of a team Ability to be professionally discreet and to respect confidentiality 	<ul style="list-style-type: none"> Evidence of commitment to continued professional development and training
Personal qualities	<ul style="list-style-type: none"> A commitment to ensuring that every student achieves their potential Patient, calm and resilient Professional attitude to work, especially when representing the school Suitability to work with children, including relevant DBS checks Able to speak fluent English to an appropriate standard. 	<ul style="list-style-type: none"> Ability to work under pressure Flexibility and ability to use their own initiative Ability to plan ahead and manage time effectively