

Job Title School Administrative Officer/Receptionist

Person Specification

Essential Experience	Desirable Experience
Experience of Working in a busy reception environment.	Experience of working in a school
Good Literacy and Numeracy skill – to hold a minimum of GCSE (A-C) or equivalent in Literacy & Numeracy	Knowledge of School MIS packages
Good ICT Skills- be able to use Excel and have the ability to learn new systems	Experience in dealing with cash
Excellent typing skills	Minute taking during meetings
Excellent telephone manner	Experience of working in a special needs environment
Ability to work constructively as part of a team	
A good range of communication skills, with both adults and children	
Ability to follow instructions	
Ability to recognise confidential information	
Willingness and ability to learn new skills	
Excellent organisational skills	