



Person Specification

JOB TITLE: Administrative Assistant - Receptionist

GRADE: Scale 4.7 - 4.10

Person Specification	Essential	Desirable
<p>EXPERIENCE</p> <ul style="list-style-type: none"> ○ Experience of using effective clerical systems in a busy office ○ Use of ICT for administrative purposes, including Word, Excel, Outlook and PowerPoint ○ Ability to show knowledge of MSTeams ○ Experience of organisational approach to a busy office 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> ○ Ability to manage own time effectively and work to tight deadlines ○ Ability to work as part of a team and to be flexible and adapt to changes ○ Understand the importance of accuracy and high standards in all areas ○ Ability to work in new and challenging situations ○ Ability to provide first aid to pupils and staff with the necessary training ○ Conversant with relevant educational issues and developments ○ Awareness of confidentiality and ability to deal with sensitive or difficult situations ○ To display a high level of integrity and trustworthiness and discretion ○ A commitment to safeguarding and promotion of the welfare of children ○ Show a professional approach to all persons who enter the school site ○ Converse in a professional manner to staff, pupils, parents and visitors 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>OTHER JOB SPECIFIC REQUIREMENTS</p> <ul style="list-style-type: none"> ○ Willingness to undertake training ○ Willingness to support the life of the school through participation including in school events ○ Flexible, proactive and responsive approach to working in a busy environment 	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>EDUCATION AND TRAINING</p> <ul style="list-style-type: none"> ○ Ability to demonstrate good literacy skills and write clearly and accurately in order that meaning is understood and conveyed. 	<p>✓</p>	



<ul style="list-style-type: none">○ GCSE's to a grade of C or higher in English Language and Mathematics	✓	
DISQUALIFYING FACTORS Indication of sexist, racist, and anti-disability attitudes or any other attitudes inconsistent with either the Council's Equal Opportunities Policy or the School's Safeguarding Children Safe Recruitment Policy and Procedures.		

The above duties are neither exclusive nor exhaustive and the postholder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the postholder.

This post requires the postholder to be familiar with first-aid, sign/symbol systems such as Makaton, the principle of Portage and an ability to swim and life-saving skills.

Equalities and Diversity

- Ensure that services are delivered in accordance with the good equalities and diversity practice.
- Ensure that equalities and diversity in mainstreamed in your area of work.

Riverside Bridge School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.

This job description will be subject to Annual Review, in consultation with the Headteacher to take into account the changing needs of the school.

Postholder:

Date:

Headteacher:

Date: