

## Receptionist/School Secretary

### Person Specification



Stormont School

<b>Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>" Education to GCSE level with Maths and English at Grades A* - C or equivalent</li> <li>" Word Processing/Secretarial Skills RSA 11 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>" RSA111 or equivalent in Word Processing/Secretarial Skills</li> <li>" Experience of working with Engage or another school management information</li> <li>" First Aid Qualification / Willingness to undertake a First Aid qualification</li> </ul>
<b>Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>" Experience of undertaking range of administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>" Experience of working in a school office</li> </ul>
<b>Knowledge &amp; Understanding:</b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>" Good interpersonal skills</li> <li>" Well presented for front of house activities</li> <li>" Good standard of ICT skills</li> <li>" Empathy with children and young people</li> </ul>	
<b>Qualities &amp; Attributes:</b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>" Able to solve problems on a day to day basis</li> <li>" Well-organised, with good time management skills</li> <li>" Able to work with minimal supervision and to act on own initiative, as well as being a team player</li> <li>" Able to communicate clearly and take into account, where appropriate, the views of others</li> <li>" Fully supportive of the aims &amp; ethos of the school</li> <li>" Able to support the vision for high quality education which promotes spiritual, moral, social and cultural development</li> <li>" Able to work with attention to details and to cope with conflicting demands, deadlines and interruptions</li> <li>" Adaptable to changing circumstances and ideas</li> <li>" Able to work well with others and maintain a calm level of professionalism at all times</li> <li>" Enthusiastic and willing to go above and beyond</li> <li>" Able to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their children's education</li> <li>" Reliable, Approachable, Patient, Organised, Empathetic</li> </ul>	
<b>Safeguarding</b>	
<ul style="list-style-type: none"> <li>" Commitment to the safeguarding and protection of children and to the personal development of the pupils</li> <li>" Demonstrate understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety</li> <li>" Knowledge of child protection procedures</li> </ul>	

*Stormont School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*