

## PASTON RIDINGS PRIMARY SCHOOL

### Person Specification for Admin Assistant/Receptionist.

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• 5 GCSE level or equivalent including English and Maths, grade C or above.</li> </ul>	<ul style="list-style-type: none"> <li>• ICT qualification</li> <li>• Evidence of further related learning</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Working in an office environment.</li> <li>• An understanding of basic Health and Safety legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an office job-share arrangement</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• ICT literate</li> <li>• Competent with Microsoft Office (Word and Excel)</li> <li>• Ability to use email and internet</li> <li>• Commitment to safeguard children and adhere to all school policies including safeguarding</li> <li>• Commitment to uphold Paston Ridings Primary School values</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with any school software package such as Scholarpack</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to manage time and work effectively in a busy environment.</li> <li>• Ability to communicate effectively with a range of people in a variety of social contexts.</li> <li>• Discretion: Recognise and respect confidentiality</li> <li>• Show initiative and flexibility</li> <li>• A commitment to working as a team.</li> <li>• Friendly and approachable.</li> <li>• Open and honest approach to problem solving</li> </ul>	