



## Person Specification – Administrative Assistant/Receptionist

Bellerive FCJ Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good basic education to GCSE standard or equivalent (GCSE Grade C or equivalent in English and Maths)</li> </ul>	<ul style="list-style-type: none"> <li>NVQ/Level 2/3 in Administration or other administrative qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Good communication skills.</li> <li>Knowledge of working within a team, or independently, as required.</li> <li>Experience of handling confidential data.</li> <li>Confident use of MS Office packages.</li> </ul>	<ul style="list-style-type: none"> <li>Working within an education setting</li> <li>Previous experience of a similar role</li> <li>First aid training</li> <li>Knowledge of SIMS Management Information System</li> <li>Knowledge of SISRA/Class Charts</li> </ul>	<ul style="list-style-type: none"> <li>Letter of application</li> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Good oral and written communication skills</li> <li>Attention to detail</li> <li>Ability to work effectively and efficiently under pressure</li> <li>Problem solver with a 'can do' approach</li> <li>Communicate clearly and accurately</li> <li>Approachable demeanour</li> </ul>	<ul style="list-style-type: none"> <li>Ability to prioritise tasks</li> <li>Aptitude for new IT applications</li> </ul>	<ul style="list-style-type: none"> <li>References</li> <li>Interview</li> <li>Application form/letter</li> </ul>

<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Adaptable</li> <li>• Commitment, enthusiasm, integrity and confidentiality</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Ability to prioritise time effectively and plan ahead</li> <li>• Ability to remain calm and focussed in pressured situations.</li> <li>• Flexibility towards changing demands and a willingness to learn</li> <li>• To be fully sympathetic to the aims of a Catholic school.</li> </ul>	<ul style="list-style-type: none"> <li>• Self-motivated individual</li> <li>• Willingness to undergo training as appropriate.</li> <li>• Resourceful, positive and enthusiastic, with a good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Application form/letter</li> <li>• Interview</li> <li>• References</li> </ul>
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