

RAVENSWOOD SCHOOL

Person Specification – Receptionist / Clerical Assistant

Essential

Desirable

Qualifications & Experience

Office experience

Experience of working in a school office

GCSEs in Maths & English or NVQ Level 2s

Effective ICT skills using Word and Excel

ICT skills in SIMS

Professional Characteristics

Maintain high standards of honesty & integrity

Experience providing confidential service

Demonstrate initiative, good work plans and good time management

Be ready to act on unexpected opportunities

Able to respond to priorities and delegated work

Demonstrate good communication skills, orally and written. Ensuring messages are listened to and responded to appropriately

Excellent telephone manner

Remain calm when working under pressure to meet deadlines

Cope with frequent or time consuming interruptions in daily work plan.