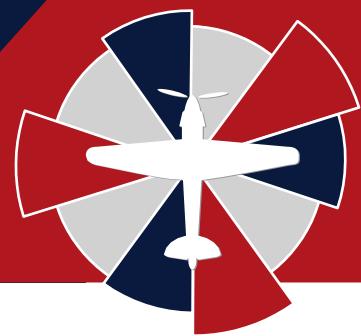


# Padgate Academy – Receptionist/Clerical Assistant

## Receptionist/Clerical Assistant



### Person Specification

|                                 |   | Essential (E)<br>Desirable (D) | How Assessed |   |   |
|---------------------------------|---|--------------------------------|--------------|---|---|
|                                 |   |                                | A            | I | R |
| Qualifications & Experience     | • 5 A* - C GCSEs including English & Mathematics (or equivalent)  | D                              | ✓            |   |   |
|                                 | • NVQ Level 2 Administration qualification or equivalent  | D                              | ✓            | ✓ |   |
|                                 | • Experience of working in educational environment  | D                              | ✓            |   |   |
| Knowledge and Understanding     | • Knowledge of Arbor Management Information System  | D                              | ✓            |   |   |
|                                 | • Good working knowledge of all Microsoft packages particularly Word, Outlook and TEAMS   | E                              | ✓            | ✓ |   |
|                                 | • Able to use own initiative and assist with problems in accordance with relevant practices and procedures  | E                              | ✓            | ✓ |   |
| Professional Skills & Qualities | • Ability to work independently and as team member  | E                              | ✓            | ✓ | ✓ |
|                                 | • Ability to communicate clearly, effectively and professionally with students, teachers, parents and outside agencies and tailoring means of communication to suit the intended audience | E                              | ✓            | ✓ | ✓ |
|                                 | • Ability to manage and prioritise a demanding workload   | E                              | ✓            | ✓ | ✓ |
|                                 | • An excellent record of attendance and punctuality   | E                              |              | ✓ | ✓ |
|                                 | • Ability to work on own initiative without direct or continuous supervision  | E                              | ✓            | ✓ |   |
|                                 | • Effective organisational skills   | E                              | ✓            | ✓ |   |
|                                 | • An excellent standard of accuracy   | E                              | ✓            | ✓ |   |

Padgate Academy an aware employer is committed to safeguarding and protecting the welfare of children as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Academy on its behalf