

PERSON SPECIFICATION

Business Administrator with responsibility for Reception

| Business Administrator with Responsibility for Finance | Criteria Essential [E] Desireable [D] | Application [A] / Test [T] / Interview [I] |
|---|--|---|
| Qualifications & Experience | | |
| Degree | D | A |
| Educated to standard A Level or skills and experience commensurate with this level of education | E | A |
| A commitment to undertaking any qualifications deemed relevant to the role | E | A |
| Holding Maths & English GCSE 'C' or above | E | A |
| Substantial administrative and reception experience | E | A |
| Experience within a special needs context | D | A |
| Experience operating data applications | E | A |
| Proficient in the use of Microsoft Applications (e.g. word, excel) | E | A |
| Experience of working in a school office environment | D | A |
| Experience of working in an education or public sector setting | E | A |
| Working knowledge of SIMS | D | A |
| Skills and Abilities | | |
| Excellent interpersonal skills, confident individual who can communicate in a professional manner | E | A & I |
| Able to work alone or in a team, able to use initiative | E | A |
| Ability to forward plan and prioritise | E | A & I |
| Excellent administrative and IT skills | E | A |
| Excellent telephone manner | E | A |
| Excellent written and oral communication skills | E | A |
| Excellent organisational skills | E | A |
| Other Attributes | | |
| Resilient | E | A |
| Proactive, flexible and adaptable | E | A |
| Punctual and conscientious | E | A |
| Excellent attention to detail and accuracy | E | A |
| Discretion, tact and confidentiality at all times | E | A |
| Excellent time management | E | A & I |
| Able to work under pressure, meet deadlines and produce accurate results | E | A & I |
| A sense of proportion and humour | D | A & I |
| Can Do attitude | E | A |

Swiss Cottage School is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

NB: If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.