



Christ Church CE Primary & Nursery Academy

Diocese of Chichester Academy Trust (DCAT)



Person Specification

Post Title: Receptionist and Attendance Administrator

Salary Range: Single Status Grade 3 Scale Point 7 – Single Status Grade 5 Scale Point 13

	Essential Criteria/Skills & Abilities	Qualifications	Method of Assessment/ Source of Information
Experience	<ul style="list-style-type: none">• Successful experience of administrative work in a busy school environment or equivalent.• Working knowledge of general clerical policies and procedures.• Highly literate and numerate.• Ability to use Arbor, Microsoft applications and other management information systems. Photocopiers, scanners and printers.• Ability to keep and maintain accurate records.	<ul style="list-style-type: none">• GCSE English and Maths or equivalent.	<ul style="list-style-type: none">• Application/Interview
Communication	<ul style="list-style-type: none">• Ability to draft and complete reports, forms and letters.• Ability to communicate verbally, sensitively and clearly with both adults		<ul style="list-style-type: none">• Application/Interview

	<p>and children, overcoming language barriers where they exist.</p> <ul style="list-style-type: none"> • A good understanding of confidentiality and data protection. • Ability to convey information clearly and concisely. 		
Working with children and families	<ul style="list-style-type: none"> • Good understanding of the Academy's ethos and the learning experience provided. 		<ul style="list-style-type: none"> • Application/Interview
Working with others	<ul style="list-style-type: none"> • Ability to be a supportive and trustworthy team member, who can when required work independently too. • Ability to provide timely and accurate information. 		<ul style="list-style-type: none"> • Application/Interview
Personal Attributes	<ul style="list-style-type: none"> • Excellent organisational skills. Ability to pay particular attention to accuracy and detail. • Ability to prioritise and manage time effectively. Must be able to meet deadlines. • Ability to use initiative and work independently. • Willingness to participate in further training and developmental opportunities offered by the Academy and the Trust, to further knowledge. • Ability to evaluate own performance and share knowledge with others. 		<ul style="list-style-type: none"> • Application/Interview