



SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

Receptionist/Clerical Administrator Person Specification

TRAINING AND QUALIFICATIONS	Essential/ desirable	Evidence: (Application/ Interview/ Reference)	
Minimum of 5 GCSE's or equivalent including English and Maths	E	A	
Higher level academic qualification	D	A	
EXPERTISE			
Good ICT skills and an understanding of their application	E	A/I/R	
Ability to influence, persuade and demonstrate a high level of emotional intelligence	E	A/I	
Sound knowledge of SIMS.Net	D	A/I	
PROFESSIONAL SKILLS AND KNOWLEDGE			
Awareness of inclusive education principles	E	A/I	
Understanding of dynamics of a school community	E	A/I	
Understanding of the wider context in which the school operates	E	A/I	
Ability to present, analyse and interpret data	D	A	
Willingness to act as a First Aider (full training will be provided)	E	A/I	
PERSONAL QUALITIES			
Empathy for and understanding of children	E	A/I	
Sense of humour	E	R/I	
Resilience	E	R/I	
Commitment to the Christian ethos of the school and its aims, as expressed in the Mission Statement	E	A	
Ability to work effectively as part of a team	E	I/R	
Good record of attendance	E	R	
Good record or punctuality	E	R	
Good communication skills	E	R/I/A	

Self-management	E	R/I	
Interpersonal skills	E	R/I	
Adaptability to changing circumstances and new ideas	E	R/I	
Creative thinker	E	R/I	
Integrity	E	R	
Reliability	E	R	
Willingness to learn	E	A/I	