



ST EDMUND'S COLLEGE & PREP SCHOOL

Person Specification

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role title:	Administrative Assistant and School Receptionist		
Reporting to:	Head of Prep School		
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> O' level / GCSE standard minimum 	<ul style="list-style-type: none"> A-Level Standard 	Production of the Applicant's certificates
Experience	<ul style="list-style-type: none"> Background of secretarial and administrative experience Experience of working in a busy role, dealing with daily enquiries by phone, email and in person 	<ul style="list-style-type: none"> Experience of school office 	Contents of the application form Interview Professional references
Skills & Knowledge	<ul style="list-style-type: none"> Excellent interpersonal skills (including excellent verbal and written communication skills) Meticulous attention to detail Ability to handle confidential information and deal with sensitive issues Ability to communicate effectively and in an appropriate manner with colleagues at all levels of seniority Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff Ability to organise one's own tasks with minimum supervision Excellent customer service skills 	<ul style="list-style-type: none"> Familiar with School Inspection procedures PR & Marketing interest Ability to support review of current administrative systems and practice and work on own initiative to improve and introduce efficiencies Familiar with admissions process and school environment. Familiar with ISAMS 	Contents of the application form Interview Professional references

Personal competencies and qualities	<ul style="list-style-type: none"> • Cheerful manner • Personable, willing & helpful • Good sense of humour • Methodical • Independently strong & confident and a team player • Ability to work calmly under pressure • Ability to work with a good degree of flexibility, to provide cover for other staff as required and to work occasional extra hours • “Can do” attitude • Very pragmatic • Adaptable • Reliable • Smart and presentable 	<ul style="list-style-type: none"> • Independently motivated and open to idea of supporting exciting vision for the Prep School over coming five years 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.