



Peterchurch, Herefordshire HR2 0SG | 01981 550 231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mrs S L Gaston

### RECEPTIONIST AND ADMIN ASSISTANT – PERSON SPECIFICATION

Essential	Evidence
1. An ability to quickly create warmth and rapport with students, staff and parents/carers, putting the students at the heart of everything we do. A commitment to safeguarding young people and their families	Application Interview References
2. Experience of working in a clerical/administrative role in a busy environment. Articulate and focused; able to work under pressure with good attention to detail. Good keyboard skills (accurate - 30 wpm) Ability to accurately follow instructions and written schedules. Able to communicate effectively with parents, students and visitors to the school. Well-organised and flexible approach to work. Ability to work constructively and supportively as part of a team. Able to work on own initiative but seeks advice from others when necessary.	Application References Interview
3. GCSE Maths or English grade C or above, or equivalent	Application Interview References
4. Excellent organisational and communication skills across a wide range of stakeholders, including a sense of humour.	Application Interview References
5. A flexible and adaptable team player, able to fulfil the expectations of the school and develop further.	Interview References Interaction
6. A commitment to ongoing personal development and a willingness to undertake training and develop new skills.	Interview References Interaction