



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
PERSON SPECIFICATION
Receptionist /Administrator

Category	Essential	Desirable
Application	<ul style="list-style-type: none">Well completed application with reference to the job description	
Qualifications	<ul style="list-style-type: none">GCSE A-C or equivalent in MathsGCSE A-C or equivalent in English	
Experience	<ul style="list-style-type: none">Experience working in a busy environmentExperience working on a busy receptionExperience multitasking and working flexibly	<ul style="list-style-type: none">Experience working in a schoolExperience dealing with money and reconciling financial transactions.
Skills & knowledge	<ul style="list-style-type: none">A good level of computer skills, including word, excel, outlook.Excellent organisation skills and ability to prioritise workload.Excellent interpersonal and communication skills.Ability to work independently and as part of a team.Excellent customer service skills, with the ability to use discretion, patience, tact and respect for confidentiality.	<ul style="list-style-type: none">Experience using SIMs, MyEdUnderstand and implement safeguarding procedures (training will be given).
Personal Attributes	<ul style="list-style-type: none">Friendly accommodating manner, demonstrating a 'can do' attitude.	