



Longridge High School

Excellence and ambition from all, for all

Reception and Admin Support Person Specification

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: Application form (AF), Letter (L), Interview(I), References (R)
Qualifications		
<ul style="list-style-type: none"> GCSE grade C or a grade 4/5, equivalent in Math's and English 	E	AF
Experience		
<ul style="list-style-type: none"> Experience of providing administrative support Working in a school environment Previous ICT experience at a relevant level Previous experience of school applications e.g. SIMS/ Synergy Competent in the use of Microsoft Office packages including Word, Excel and Power Point. Competent in using online learning platforms including TEAMS Possess excellent ICT skills 	E D D D E D E	AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Knowledge/skills/abilities		
<ul style="list-style-type: none"> Ability to work as part of a team, but with the initiative to work on your own The ability to manage and prioritise own workload Excellent organizational skills The ability to communicate clearly and effectively with parents, pupils and members of staff. In both face-to-face interactions as well and over the phone The ability to maintain confidentiality and discretion at all times Ability to work under pressure and manage multiple tasks Skilled in attention to detail Have a sense of humour and a commonsense approach 	E E E E E E E	AF/I/R AF/I AF/I/R AF/I/R I/R I/R I/R I/R

Other		
<ul style="list-style-type: none"> • Commitment to safeguarding and protecting the welfare of children and young people • Commitment to equality and diversity • Commitment to health and safety • Commitment to the vision and values of the school 	E E E E	I I/R I I

Note: Please note that we will always consider references before confirming an offer in writing.