

MAGDALEN COLLEGE SCHOOL

**RECEPTIONIST/ ADMINISTRATIVE ASSISTANT
Person Specification**

Essential criteria	<ul style="list-style-type: none">▪ GCSE level or equivalent of literacy and numeracy▪ Excellent communication skills and an understanding of the importance of customer relations▪ Professional, friendly and courteous telephone manner▪ Ability to respond to and prioritise requests appropriately from a number of different groups including students, staff, families and other parties▪ Ability to work calmly under pressure▪ Ability to follow instructions and complete tasks in a timely manner▪ Appropriate level of data protection, security and confidentiality awareness▪ Willingness to undertake appropriate training▪ Willingness to take part in the annual staff appraisal process▪ Highly competent and accurate ICT and keyboard skills
Desirable criteria	<ul style="list-style-type: none">▪ Some previous work experience▪ Basic understanding of the day to day operational activity of a school.▪ Health and safety awareness▪ Experience of working in a school environment