

Receptionist/Admin Assistant

PERSONAL SPECIFICATION

Eligibility Criteria

To be measured at shortlisting, you must demonstrate on your application form precisely how you meet these criteria.

- 5 GCSE's at grade A-C including Maths and English (or equivalent level qualification)
- Level 2 Award in text production (or equivalent) or recent relevant experience (at least 1 year's experience in a word processing environment).

Essential Criteria (to be measured at interview)

Experience

- At least six month's experience in the last five years of working in a busy reception/office environment.

Skills and Abilities

- Proven ability to work as part of a team and independently.
- Proven ability to maintain and update accurate work records within strict deadlines.
- Ability to be confidential and ensure security of data.
- Excellent communications skills.

Knowledge

- Working knowledge of Microsoft Applications including Word and Excel.

Desirable Criteria (used for shortlisting only in the event of a large number of applicants)

- Level 3 Award in text production or equivalent in Word Processing.
- One year or more within the past three years working in a busy reception environment as part of a team.
- A good working knowledge of C2K School Information Management System (SIMS).

Posts involving work in the School are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012). The successful applicant will require an Enhanced Disclosure Check and possibly a barred list check depending on the role. Further details regarding this check will be issued as part of the pre-employment vetting process.