Arbor

**Person Specification:**

**Admin Assistant/Receptionist**

**Knowledge Desirable/Essential**

1. Good working knowledge of Arbor or other similar management information system (D)

**Qualifications & Experience**

1. Experience of working in a school environment (D)

2. Excellent IT skills including using Word, Excel, Outlook and the internet (E)

3. Highly developed organisational skills. (E)

4. Excellent interpersonal and communication skills (both oral and written). (E)

**Professional Attributes**

1. Ability to maintain effective and accurate records. (E)

2. Ability to work independently and take initiative when appropriate. (E)

3. Flexibility and ability to work as part of, and contribute to, the staff team. (E)

4. Sound time management skills, including ability to determine priorities. (E)

5. Ability to pay close attention to detail. (E)

6. An understanding of the necessity for maintaining strict confidentiality, where appropriate (E)

7. Resourcefulness, enthusiasm, patience and a sense of humour (D)