

West Park C.E. Primary School

PERSON SPECIFICATION – RECEPTION/ADMIN ASSISTANT

QUALIFICATIONS/EXPERIENCE	Essential	Desirable	To be evidenced by
Experience of working with children and adults		X	Application form
ABILITIES			
Contribute as a member of a team	X		Interview
Recognise and report problems	X		Interview
Maintain appropriate level of confidentiality	X		Interview
Apply a consistent approach to behaviour in line with school policy	X		Interview
SKILLS			
Basic knowledge of first aid		X	Interview/Certificate
Willingness to train for first aid	X		
ICT skills including experience of Microsoft Office/Excel	X		Certificate
Calmness under pressure	X		Interview
Manage and prioritise workloads	X		Interview
Experience of maintaining social media and website posts		X	
PERSONAL QUALITIES			
Friendly	X		interview
A flexible approach to work	X		Interview
Smart appearance	X		Interview
Provide a welcoming first point of contact at all times for people who come to the school	X		Interview
Have an excellent telephone manner	X		Interview
Commitment to meeting the needs of pupils, parents and the school	X		Interview

June 2026