

**MAYFIELD PREPARATORY SCHOOL**

*Believe it! Achieve it!*

**Person Specification**

The successful applicant will have excellent communication, interpersonal and customer-care skills, together with the ability to deal with people at all levels with charm and tact, and able to form excellent relationships with parents, pupils and colleagues.

Essential requirements:

* Has a relevant qualification.
* Has administrative experience, ideally in an educational environment.
* Has a smart appearance and is an excellent first point of contact with the school
* Has good interpersonal skills and forms good working relationships with staff, pupils and parents.
* Works collaboratively and supportively with colleagues within the organisation and with colleagues in other organisations. Is a good team player.
* Likes children.
* Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
* Displays commitment to the protection and safeguarding of children and young people.
* Values and respects the views and needs of children and young people.
* Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams.
* Is resilient and demonstrates ability to work well under pressure. Manages time effectively, with good attendance and punctuality, and is well-organised.
* Is willing to work within organisation procedures, processes and to meet required standards for the role.
* Is committed to continued personal and professional development. Is reflective and learns from past experience.
* Able to use initiative.
* Is enthusiastic, hardworking and willing. Does that little more than is expected.
* Is reliable, trustworthy and discreet.
* Has a good sense of humour.
* Has knowledge and experience of SIMS, ordering stock and handling money.

Mayfield Preparatory School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers to share this commitment.