

Headteacher: Mr C. Devlin

Kepier  
Dairy Lane  
Houghton-le-Spring  
Tyne and Wear DH4 5BH

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## Person Specification

### Essential Qualifications & Experience:

GCSEs (or equivalent) including English and Maths at grade C or above.  
Business Administration qualification or similar relevant to the post  
Experience in an administrative or reception role, preferably within an education setting.  
Competence using ICT packages including Google, SIMS, and school-related data systems.  
Understanding of safeguarding requirements for visitor and site management.

### Desirable:

Experience working with SIMS and cover coordination.  
Familiarity with GDPR compliance and data protection.  
First Aid training or experience overseeing medical administration.

### Skills & Attributes:

Strong organisational skills, ensuring accuracy and efficiency in reception and administrative tasks.  
Excellent communication and interpersonal skills, engaging professionally with students, staff, and visitors.  
Attention to detail, ensuring documentation, data entry, and administrative tasks are completed correctly.  
Ability to manage competing responsibilities, prioritising tasks effectively.  
Professional discretion, particularly when handling sensitive student and staff information.  
Proactive problem-solving approach, ensuring school operations run smoothly.

Registered Office:  
Dairy Lane, Houghton-le-Spring,  
Tyne and Wear DH4 5BH  
Company Registered in  
England and Wales:  
Registered Number: 10980753

