

Person Specification – Reception / Administrative Assistant

The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of learners, colleagues and parents/carers.

	Essential	Desirable
Qualifications	GCSEs, including Maths and English at grade 4 or above or equivalent First aid training or willingness to undertake A willingness to undertake further training as required for the role	Further or higher education relevant qualification or equivalent
Relevant Experience	Previous administrative experience Experience with Microsoft office packages	Previous experience working in a school office Previous experience of working on reception
Knowledge and understanding	Knowledge of standard office procedures Knowledge of standard office equipment	Knowledge and understanding of safeguarding
Skills and aptitudes	Excellent IT skills Have good time management skills Have excellent interpersonal and customer service skills with the ability to communicate at all levels both orally and in writing Ability to cope with conflicting demands, deadlines and interruptions Excellent organisational skills Ability to work as part of a team Ability to take initiative when appropriate Ability to write clear, letters and reports	

	<p>Ability to complete work to the required standards of accuracy and presentation</p> <p>Ability to maintain strict confidentiality</p>	
<p>Special Requirements</p>	<p>Enhanced DBS clearance</p> <p>Compliance with all Academy and Trust policies</p> <p>Committed to safeguarding and promoting the welfare and success of all learners</p> <p>The implementation of equal opportunities practice.</p>	