

**Admin Assistant/Reception**

**PERSON SPECIFICATION**

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|  | **Essential** |
| **Professional Characteristics** | The postholder will be required to show a commitment to the school’s aim of success for all by providing a high standard of service to staff, parents/carers, students, governors and visitors. |
| **Skills and Abilities** | Have a high standard of written and spoken English  Be reliable and have a positive attitude  Have a good attendance and punctuality record  Be able to respect the confidentiality required of this post  Have honesty and integrity  Have excellent organisational skills  Have excellent literacy, numeracy and IT skills  Have excellent communication skills  Be able to work as part of a team  Be able to prioritise their workload  Be willing to learn and flexible  Be unafraid of taking on new challenges  Have a good sense of humour |
| **Performance Management** | Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the school’s performance management cycle. |
| **Equal Opportunity** | The postholder will be expected to undertake all duties in the context of and in compliance with the school’s equal opportunities policies. |
| **Safeguarding Children** | The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance |