

**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 EnglishBe reliable and have a positive attitudeHave a good attendance and punctuality recordBe able to respect the confidentiality required of this postHave honesty and integrityHave excellent organisational skillsHave excellent literacy, numeracy and IT skillsHave excellent communication skillsBe able to work as part of a teamBe able to prioritise their workloadBe willing to learn and flexibleBe unafraid of taking on new challengesHave 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 |