

**PERSON SPECIFICATION**

**Admin Assistant/Reception**

**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.

The postholder will:

* Have a high standard of written and spoken English
* Be reliable
* 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.

**EQUALITY 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