



Person Specification

Student Receptionist/Admin Assistant

The successful candidate will be well motivated, have a genuine interest in supporting young people, able to use their initiative and enjoy the level of responsibility involved in the post.

	Essential	How assessed	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general education to GCSE standard • First Aid at Work (If not already held must be willing to gain qualification) 	A A/I	
Experience	<ul style="list-style-type: none"> • Experience of working with young people • Experience of working in an office environment 	A / R	
Specific Skills (attributes and abilities)	<ul style="list-style-type: none"> • Word-processing skills – use of Microsoft Office • Ability to communicate effectively with young people • Ability to input information on to computer database and an understanding of software • Good organisational and administrative skills • Ability to work on own initiative • Good communication skills - oral and written • Ability to meet deadlines 	A / I / R I / R I / R I / R I / R I / R	<ul style="list-style-type: none"> • Able to develop and expand current and new systems in line with changing needs • Excellent customer service skills
Motivation	<ul style="list-style-type: none"> • Willing to expand on current experience • Evidence that work is important to personal satisfaction • Commitment to the school 	I I / R I	
Personal Qualities	<ul style="list-style-type: none"> • Reliability • Methodical and careful in the approach to tasks • Good interpersonal skills and the ability to establish good working relationships with students, staff and members of the public • Flexibility to work as part of a clerical team, covering for other staff as needed 	R I / R I / R A / I / R	

A = Application

R = Reference

I = Interview