

Person Specification: Receptionist/Admin Assistant

	Essential	Desirable	Evidenced in
Education & Professional Qualifications			
Minimum of Level 2 qualification in English and Maths	✓		Application Interview
Good general standard of education and IT skills	✓		Application Interview
Evidence of continuous professional development	✓		Application
Ability to perform a range of administrative tasks	✓		Application Interview
Offer superb customer service skills	✓		Application Interview
Demonstrable outstanding ICT skills particularly in the use of MIS systems such as SIMS as well as Microsoft Office, Parent Mail programs	✓		Application References
Awareness of Safeguarding and Child Protection legislation		✓	Application Interview
Experience			
Relevant and recent experience working within an education setting		✓	Application Interview
Relevant and recent administrative experience		✓	Application Interview References
Experience of dealing with the public in person and on the telephone	✓		Application Interview References
Knowledge and Skills			
Able to work as part of a team	✓		Application Interview References
Excellent literacy, numeracy and IT skills	✓		Application Interview
Typing to 50 WPM	✓		Interview
Highly effective administrative and organisational skills	✓		Application Interview References
Knowledge and understanding of the confines of confidential working	✓		Application Interview
Excellent keyboard skills/word processing	✓		Application Interview
High level of interpersonal skills	✓		Application Interview
Ability to work independently as well as collaboratively	✓		Application Interview References

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Able to communicate effectively with children, parents, external organisations and colleagues at all levels using a variety of mediums	✓		Application Interview
Proven skills in the field of educational administration		✓	Application Interview References
Ability to start and complete tasks	✓		Application Interview References
Good presentation skills (e.g. able to clearly and accurately report on student issues to colleagues and other professionals).	✓		Application Interview References
Personal Attributes			
Resilience, the ability to work under pressure and be able to meet deadlines	✓		Application Interview References
Ability to work as part of a cohesive team	✓		Application Interview References
Proven ability to think both strategically and creatively to prioritise	✓		Application Interview References
Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide	✓		Application Interview References
Excellent communication skills (including written, oral and presentation skills)	✓		Application Interview References
A commitment to safeguarding and promoting the welfare of children and young people	✓		Application Interview References
Ability to work creatively and collaboratively	✓		Application Interview
Demonstrably professional, honest and loyal	✓		Application Interview References
Flexible and open to continuous change	✓		Application Interview References
Commitment to our students and their learning, wellbeing and safety	✓		Application Interview
Committed to equality	✓		Application Interview
Able to build and maintain successful and purposeful relationships	✓		Application Interview
A positive outlook, well-motivated, enthusiastic and energetic	✓		Application Interview

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Patience, resilience and a sense of humour	✓		Application Interview
Well organised and efficient	✓		Application Interview References
Good attendance and punctuality record	✓		References
Professional appearance and manner	✓		Interview