

## PERSONNEL SPECIFICATION

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

### POST TITLE: Receptionist/Admin Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE	SOURCE
<b>QUALIFICATIONS/ TRAINING</b>	<ul style="list-style-type: none"> <li>Relevant Qualifications and or training.</li> <li>Educated to level 4/5 or grade C and above or above in numeracy and literacy.</li> </ul>	NVQ/Diploma Level 2 or 3 in Business Administration.	Application form Qualifications
<b>RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Be proficient in the use of Windows and Microsoft Office applications (Word, Access, Excel and PowerPoint)</li> </ul>	Experience of working within a school reception/office environment.	Application Form
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>Excellent communication skills (both written and verbal)</li> <li>Outstanding organisational skills and ability to manage own workload.</li> <li>Ability to work independently with little supervision and as part of a team.</li> <li>Ability to work to a high level of accuracy and demonstrate attention to detail.</li> <li>Be able to manage a number of tasks concurrently.</li> <li>Excellent telephone manner</li> </ul>	Knowledge of Safeguarding policies and procedures.	Application Form Interview
<b>ANY ADDITIONAL FACTORS</b>	<ul style="list-style-type: none"> <li>Commitment to aims, values and ethos of the Foundation, including Quality of Life and Positive Behaviour Support.</li> <li>Commitment to playing a part in our key working structure.</li> <li>Commitment to the safeguarding and welfare of young people.</li> <li>Ability to work under pressure.</li> </ul>		Interview
<b>PERSONAL</b>	<ul style="list-style-type: none"> <li>Looking to build a career in a school.</li> <li>Honesty and Integrity.</li> <li>Trustworthy and the ability to maintain confidentiality at all times.</li> <li>Determination to succeed.</li> <li>The ability to adapt and promote change.</li> <li>Sense of humour.</li> <li>Reliability.</li> <li>Highly motivated.</li> <li>Flexibility and adaptability.</li> <li>Loyalty and dynamic personality.</li> <li>A willingness to undertake training as required.</li> </ul>		Application Form Interview References