

St Aidan's Catholic Academy

Person Specification

Post: Receptionist / Administrative Assistant

Source Key: A = Application Form, I = Interview, R = References, C = Certificates

ESSENTIAL CRITERIA	Attribute	Source
Educational Attainment	NVQ 2 in a relevant field or equivalent qualification/experience in a relevant discipline	A/C
	At least 5 GCSE's or equivalent, Grade C or above including Maths and English	A/C
	Good numeracy and literacy skills	A/C
Work Experience	Experience of general clerical/administrative/financial work	A
	Experience of communicating with various stakeholders internal and external to an organisation both written and verbally	A/I
	Experience of IT packages including Word, Excel and a management information system	A/I
Knowledge/ Skills/ Aptitudes	To be able to communicate effectively both orally and in writing.	I
	To work as part of a team and form good relationships with other colleagues.	I
	To maintain confidentiality over matters relating to the Academy, pupils, staff or parents.	I
	To be accurate, methodical and take pride in your own work.	I
	Ability to work well under pressure.	I
Disposition	Willingness to undertake training and development	I
	Ability to learn from self-evaluation	I
	To be able to exercise initiative and work independently.	I



	Supportive of the ethos of St Aidan's Catholic Academy.	I
Circumstances	Enhanced clearance from the Disclosure and Barring Service	C

	Attribute	Source
DESIRABLE CRITERIA		
Educational Attainment	Qualification in Customer Services or equivalent	A/C
Work Experience	Reception/Customer Service experience	A/I
Knowledge/Skills/Aptitudes	Knowledge of financial processes and practices	A/I