

## PERSON SPECIFICATION – Receptionist / Administrative Assistant

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> NVQ Level 2/3 in Business Administration	<b>D</b>	Application form
<input type="checkbox"/> GCSE English and Maths A-C or equivalent	<b>E</b>	
<input type="checkbox"/> Computer literate	<b>E</b>	
<input type="checkbox"/> Willingness to undertake any relevant training	<b>E</b>	
<b>Knowledge &amp; Experience</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Knowledge of working in a school office or administrative environment	<b>D</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Experience of dealing with the public through the telephone and face to face contact	<b>E</b>	
<input type="checkbox"/> Good standard of spoken English and good communication skills.	<b>E</b>	
<input type="checkbox"/> Working within a team and using own initiative	<b>E</b>	
<input type="checkbox"/> Computer literate and able to use a variety software packages to produce letters, reports and spreadsheets (E.g. MS Word, Excel, Google Suite)	<b>E</b>	
<input type="checkbox"/> Experience producing accurate records and documents e.g. emails, letters, files, payments and reports	<b>E</b>	
<input type="checkbox"/> Experience of using various types of office machinery including, photocopiers, laminators and binding machines	<b>D</b>	
<input type="checkbox"/> Using SIMs and MIS software, eg, ParentPay, Every	<b>D</b>	
<input type="checkbox"/> Working with children	<b>D</b>	
<input type="checkbox"/> Communicating with parents/carers/school governors/school leaders	<b>D</b>	
<b>Skills &amp; Key Criteria</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Good customer service skills and ability to relate well to children.	<b>E</b>	Application form/Interview/
<input type="checkbox"/> Excellent interpersonal and organisational skills	<b>E</b>	
<input type="checkbox"/> Ability to effectively communicate verbally and in writing	<b>E</b>	

<input type="checkbox"/> Ability to meet the needs of pupils	<b>E</b>	Task (if applicable)
<input type="checkbox"/> Ability to meet deadlines	<b>E</b>	
<b>Personal Attributes</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Sensitive to the needs of children and their parents/carers	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Ability to use own initiative and be pro-active	<b>E</b>	
<input type="checkbox"/> Ability to work under pressure	<b>E</b>	
<input type="checkbox"/> Ability to be flexible and adaptable	<b>E</b>	
<input type="checkbox"/> Be a good role model to staff, parents and pupils in speech, dress, behaviour and attitude	<b>E</b>	
<input type="checkbox"/> Punctual and reliable	<b>E</b>	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	<b>E</b>	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	<b>D</b>	