

Person Specification

Receptionist & Administrative Assistant

Criteria	Essential	Desirable
Qualifications		
Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent	X	
Experience		
Experience in public or private sector administration	X	
Experience of operating administrative systems, including Microsoft office	X	
Experience in public or private sector administration	X	
Experience of working within school setting		X
Knowledge and Skills		
Knowledge of admin and office systems	X	
Knowledge of school procedures	X	
Knowledge of health & safety regulations & procedures		X
Good ICT skills and the ability to use the keyboard with speed and precision	X	
Good written and verbal communication skills	X	
Problem solving skills	X	
Analytical skills	X	
Personal Qualities		
Attention to detail, neatness and accuracy	X	

Organisational skills	X	
Ability to work successfully in a team	X	
Confidentiality	X	
Ability to work to deadlines and prioritise own workload	X	
Able to work under pressure	X	
Approachable, friendly and welcoming	X	
Other Requirements		
To be committed to the school's policy and ethos	X	
To be committed to Continual Professional Development	X	
Motivation to work with children and young people	X	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X	
Enhanced DBS clearance required	X	