

Person Specification – Receptionist/Administrator

Category	Essential	Desirable
Physical	<ul style="list-style-type: none"> Smart, business-like appearance. 	
Qualifications	<ul style="list-style-type: none"> A good general education including minimum GCSE Grade C or equivalent in English and Mathematics. Evidence of successful study Post 16. 	
Experience	<ul style="list-style-type: none"> Experience of using Microsoft Office applications, e.g. Word, Excel Experience of working in an office environment. Experience of working with the public. Experience of producing high quality letters and reports. Experience of working to deadlines. 	<ul style="list-style-type: none"> Experience of working in a school office/reception.
Training	<ul style="list-style-type: none"> Willing to participate fully in all relevant training. 	
Special Knowledge	<ul style="list-style-type: none"> Understanding of safeguarding children and the boundaries between adults and children in a school setting. Knowledge of administrative processes. An understanding of the confines of confidential working e.g. Data Protection. 	
Circumstances	<ul style="list-style-type: none"> Able to work during some school holiday periods. Able to attend all Academy open and parents' evenings. 	
Disposition	<ul style="list-style-type: none"> Reliable, organised able to work effectively and innovatively. 	

	<ul style="list-style-type: none"> • Flexible and open to change for continuous improvement. • Able to remain calm under pressure and manage conflicting demands. • To be an excellent team player. 	
Practical and Intellectual Skills	<ul style="list-style-type: none"> • ICT literate with a desire and ability to develop new skills. • Good level of numeracy. • Effective oral and written communication skills. • Demonstrable ability to produce a good standard of written work, e.g. response to correspondence, reports, minutes etc. • High standard of presentation. • Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide. 	
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Disclosure and Barring Service Check. 	