

### Person Specification – Receptionist/Administrator

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

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