

Personnel Specification

Job Title Receptionist/Administrator	Grade : Band C, 5 - 8	
Responsible to Office Manager		Responsible for
Working hours 22.5 hours per week (Term Time + 4 weeks pro rata) With the opportunity to increase to 37.5 hours with the addition of maternity cover expected from April 2026	Special Conditions	

The Personnel Specification outlines the main attributes needed to adequately perform the specified post. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable	N/A	How identified
1. Physical	Punctuality Good written and verbal communication skills Smart appearance			Job and medical history from application form and references. Performance in interview process.
2. Qualifications	5 GCSEs (Grades A-C) including English and Mathematics Evidence of study post 16			Formal possession of an appropriate qualification to be verified at interview or from records.

	Essential	Desirable	N/A	How identified
3. Experience	<p>Experience in the use of Microsoft Office applications.</p> <p>Experience of dealing with public requiring a calm and welcoming telephone and face to face manner.</p>	<p>Experience of working in school administration.</p> <p>Experience of working in a fast-paced environment.</p>		<p>Past employment record.</p> <p>Performance in interview.</p>
4. Training	Prepared to undertake training in order to develop in the role.			Performance in interview.
5. Special Knowledge	Understanding of data protection issues.	Knowledge of safeguarding		Qualifications held and demonstration of knowledge at interview.
6. Circumstances (personal)	Attendance at occasional evening meetings/events.			Ensuring candidates are aware of these requirements from the job description.
7. Disposition	<p>Able to work under own initiative and as part of a team.</p> <p>Ability to prioritise and meet deadlines.</p> <p>Ability to multi task.</p> <p>Helpful and diplomatic in their interaction with staff, students and families.</p> <p>Confident dealing with difficult/sensitive situations and information.</p>			Performance in interview.

	Essential	Desirable	N/A	How identified
8. Practical and Intellectual Skills	<p>Able to understand and interpret information from a variety of sources.</p> <p>Able to organise own workload.</p> <p>ICT literate.</p> <p>Able to undertake routine work with high levels of attention to detail.</p> <p>Able to communicate at all levels.</p>			Performance in interview.
9. Legal Requirements	Satisfactory Enhanced DBS Check.			DBS application