|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications, and Training** |  * GCSE English and Maths Grade A\*-C or equivalent qualification.
 | * First Aid training
* Safeguarding training
* Recognised qualification in Microsoft Word, Excel or European Computer Driving License
* Level 2 Business Admin qualification
 |
| **Experience, Knowledge and Understanding** | * Ability to work effectively as part of a team.
* Ability to promote a positive ethos and role model positive attributes.
* Previous experience of reception duties
 | * Previous experience of having worked in an educational environment.
 |
| **Skills and Abilities** |  * Ability to use the Microsoft Office Suite.
* Ability to stay calm under pressure.
* Ability to meet deadlines.
* Ability to be self-directed.
* Good organisational skills
* Confidence to work with a wide range of people and abilities.
* Commitment to personal continuous professional development.
 | * Ability to meet the needs of the Trust.
 |
| **Personal Qualities and Attributes** | * Ability to communicate effectively and concisely.
* Ability to build effective working relationships with students, colleagues, and the Community.
 |  |
| **Commitment To** | * Ability to communicate effectively and concisely.
* Ability to build effective working relationships with students and colleagues.
 |  |
| **Attendance** | * Ability to communicate effectively and concisely.
* Ability to build effective working relationships with students and colleagues.
 |  |