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|  | **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. |  |