# Person Specification – Academy Receptionist / Clerical Assistant

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **TESTED BY** |
| **Education and Training** | | |  |
| Educated to at least GCSE or equivalent | ✓ |  | A |
| A full working knowledge of Microsoft Office package | ✓ |  | A / I |
| First aid qualification |  | ✓ | D / A |
| **Experience** | | | |
| Experience of a reception or administrative position | ✓ |  | A |
| Experience of working in a school environment or with young persons |  | ✓ | A |
| **Skills and Knowledge** |  |  |  |
| Excellent telephone skills | ✓ |  | A / I |
| Good organisational skills | ✓ |  | A / I |
| Attention to detail | ✓ |  | A / I |
| **Personal Qualities** | | | |
| Commitment to work collaboratively and develop strong teams | ✓ |  | I |
| Ability to create strong working relationships with stakeholders, governors, students, staff, parents and the local community | ✓ |  | A |
| Excellent communication and interpersonal skills | ✓ |  | A / I |
| To be reliable and the ability to prioritise and manage time effectively to ensure deadlines are met | ✓ |  | I / R |
| **Developing self and working with others** | | | |
| Be willing to undertake further training and development to enhance performance | ✓ |  | I |
| **Strengthening the Community** | | | |
| The ability to work effectively with parents and carers to support their children’s school experience | ✓ |  | I / R |
| The candidate will need to evidence a commitment to safeguarding and protecting the welfare of Students including an enhanced DSB check | ✓ |  | A / I |
| **Working Practices** |  |  |  |
| Punctual and conscientious | ✓ |  | R |
| Be fully aware of confidentiality issues | ✓ |  | A / I |