



Receptionist and Administration Assistant

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> GCSE Maths and English at Grade A-C or equivalent A Customer Service qualification First Aid Certificate 	Essential Desirable Desirable	A A A
Experience <ul style="list-style-type: none"> Working in a busy reception Working with complex MIS and ICT packages Working in a team Working in a school environment Working with students in a pastoral role Able to use copiers and scanning equipment 	Essential Essential Essential Desirable Desirable Desirable	A/I A / I A / I A / I A / I A / I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Proficient user of and ability to carry out complex tasks using Google, Microsoft Office i.e. Word, Excel. 	Essential	A / I



Personal Qualities	Essential	A / I
<ul style="list-style-type: none"> • Commitment to own personal and professional development, including maintaining an up to date awareness of developments of all aspects of the role 	Essential	A / I
<ul style="list-style-type: none"> • Good interpersonal, verbal and written communication skills 	Essential	A / I
<ul style="list-style-type: none"> • Good organisational skills to be able to work under pressure and to deadlines 	Essential	A / I
<ul style="list-style-type: none"> • Good organisational skills 	Essential	A / I
<ul style="list-style-type: none"> • Excellent customer service and relations 	Essential	A / I
<ul style="list-style-type: none"> • Excellent attention to detail and ability to use initiative 	Essential	A / I
<ul style="list-style-type: none"> • High levels of integrity, honesty and credibility and maintain confidentiality in matters relating to its students, parents and carers 	Essential	A / I
<ul style="list-style-type: none"> • Ability to work independently and also as part of a team 	Essential	A / I
<ul style="list-style-type: none"> • Ability to respond professionally to diverse groups of people and present a positive image to callers and visitors 	Essential	A / I
<ul style="list-style-type: none"> • Ability to cope with the requirements of the post, which may include working with students who have emotional and behavioural difficulties or physical difficulties 	Essential	A / I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.