**Person specification**

**Receptionist & Medical Needs Officer**

| Attributes | **Essential** | **Desirable** | **How identified** |
| --- | --- | --- | --- |
| Qualifications | GCSE A\* - C Maths and English or equivalent |  | Application  Certification |
| Experience | Administrative experience  Able to deal appropriately and sensitively with confidential information  Ability to manage own workload  Ability to meet deadlines and key performance indicators  The ability to work without direct supervision and as a member of a team | Working in a Multi Academy Trust or education organisation  First Aid qualification / willingness to undertake qualification | Application  Interview  Reference |
| Knowledge and skills | High degree of competence and confidence in using MS Office - Word, Outlook and Excel  Excellent communication skills and able to liaise effectively with all stakeholders.  Excellent organisational and presentation skills  Problem solving and analytical skills | Knowledge of Keeping Children Safe in Education  Able to provide medical advice and awareness of legislation | Application  Interview    Reference |
| Character | Strong moral purpose and drive for continuous improvement  Is a self-starter who is proactive in improving the performance their area of responsibility  Collaborates with other teams to drive performance improvement across the organisation  Good team player  Strong attention to detail  Able to deliver what they say they will and to meet deadlines |  | Application  Interview  Reference |