**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 informationAbility to manage own workloadAbility to meet deadlines and key performance indicatorsThe ability to work without direct supervision and as a member of a team | Working in a Multi Academy Trust or education organisationFirst 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 ExcelExcellent communication skills and able to liaise effectively with all stakeholders.Excellent organisational and presentation skillsProblem 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 improvementIs a self-starter who is proactive in improving the performance their area of responsibilityCollaborates with other teams to drive performance improvement across the organisationGood team playerStrong attention to detailAble to deliver what they say they will and to meet deadlines |  | Application Interview Reference |