



### PERSON SPECIFICATION – Receptionist/Administrator

	Essential	Desirable
<b>Qualifications:</b>		
Literacy & Numeracy at Level 2	✓	
Full Clean Driving License		✓
<b>Experience</b>		
A knowledge of child Protection and Safeguarding regulations		✓
Experience in working with young people		✓
Previous experience of working in an administrative role and environment		✓
Knowledge of basic General Data Protection Regulations		✓
<b>Qualities/Professional attributes:</b>		
Communicate effectively with all stakeholders including children, young people, colleagues, parents/carers, Governors and members of the public.	✓	
Have a commitment to collaboration and co-operative working	✓	
Act upon advice and feedback and be open to coaching and mentoring with a willingness to upskill.	✓	
Demonstrate the positive values, attitudes and behaviour they expect from children and young people.	✓	
Self confident	✓	
Hardworking and enthusiastic	✓	
Flexible	✓	
Open and responsive	✓	
Approachable	✓	
An ability to maintain strict confidentiality and discretion at all times	✓	
Enjoys working with young people	✓	
Reliable with excellent time keeping and attendance record	✓	
Ability to be adaptable to the changing needs and requirements of the post	✓	
Totally Trustworthy	✓	
Ability to prioritise workloads, work under pressure in a methodical and thorough manner and meet tight deadlines.	✓	
Ability to work independently and as part of a team	✓	
Able to follow Trust policies at all times	✓	
A good sense of humour	✓	
Willingness to be an active member of the school community supporting extra-curricular and charitable events.		✓