

Person Specification

Post Title: AAT RECEPTIONIST / ADMINISTRATOR

Location: Capella House School, The Auriga Academy Trust, Twickenham.

The appointment panel will be looking for evidence that the candidate has demonstrated their ability to fulfill the criteria.

Please use the key below to identify which sources we will be looking at for the evidence that the criteria have been met.

A Application

I Interview

R References

| | Source | Essential (E) or Desirable (D) |
|---|--------|--------------------------------------|
| Education and Qualifications | | |
| A good standard of literacy, oral and written with high attention to detail. | A, I | E |
| Achieved a qualification in English/literacy and mathematics/numeracy to at least Level 2 of the National Qualifications Framework. | A | E |
| Experience | | |
| Previous experience of working in a school. | A | D |
| Experience of working in a wide ranging administrative role in a busy environment. | A, I | E |
| Experience of following policies and procedures, challenging others about compliance. | A, I | E |
| Experience of planning and working on own initiative | A, I | E |

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| | | |
|--|------|---|
| Receptionist Experience. | A,I | D |
| Experience of developing effective relationships with fellow colleagues and in other services to ensure health and safety compliance. | A, I | D |
| Skills/Abilities/Knowledge | | |
| A good knowledge of Safeguarding Children | A, I | E |
| A good knowledge of Microsoft Office and Google Office. Proficiency in Word, Excel, Outlook and PowerPoint. | A, I | E |
| Experience working with school's management information systems or other databases. | A, I | D |
| Understand the importance of confidentiality and sensitivity of information. | I | E |
| Personal qualities | | |
| Good organisational approach and the ability to prioritise work to achieve deadlines using initiative. | A,I | E |
| Excellent time management skills and an ability to maintain a high standard of work under pressure. | A,I | E |
| Ability to establish and maintain effective working relationships at all levels. | A,I | E |
| Ability to work as part of a team and to be flexible in approach with willingness to work collaboratively. | A, I | E |
| Demonstrates a commitment to developing own performance through taking part in review exercises and training and development opportunities | A, I | E |
| Other | | |
| Willingness to work between all School campus | I | D |

PLEASE NOTE THERE IS NO PARKING AT THIS SITE NOR IS THERE PARKING NEARBY.

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