**Northern Education Trust** Post: Receptionist

**PERSON SPECIFICATION**

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|   |   | **Assessed by:**  |
| **No**  | **Categories**  | **Essential / Desirable**  | **App Form**  | **Interview / Task**  |
| **QUALIFICATIONS**  |  |  |
| 1.  | 5 GCSE’s or equivalent, including English and Maths  | E  |   |   |
| 2.  | Willingness and ability to obtain and/or enhance qualifications and training for development in the post  | E  |   |   |
| 3.  | Evidence of continuous professional development and training  | E  |   |   |
| **EXPERIENCE**  |  |  |
| 4.  | Experience of working in a school environment  | E  |   |   |
| 5.  | Experience of working in a reception environment  | E  |   |   |
| 6.  | Experience in an administrative position  | E  |   |   |
| 7.  | Experience of using Microsoft Office packages, SIMS, databases and web technologies  | E  |   |   |
| **ABILITIES, SKILLS AND KNOWLEDGE**  |  |  |
| 8.  | Excellent communication and listening skills  | E  |   |   |
| 9.  | Ability to respect and maintain confidentiality  | E  |   |   |
| 10.  | ICT literate with a working ability to use key IT software to present work to a high standard.  | E  |   |    |
| 11.  | Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues  | E  |   |   |
| 12.  | Efficient and effective organisational skills  | E  |   |   |
| 13.  | Excellent customer service skills and ability to respond quickly as circumstances dictate.  | E  |   |   |
| 14.  | Ability to work effectively as part of a team, understanding Academy roles and responsibilities and your own position within these.  | E  |   |   |
|   |   | **Assessed by:**  |
| **No**  | **Categories**  | **Essential / Desirable**  | **App Form**  | **Interview / Task**  |
| **PERSONAL QUALITIES**  |  |  |
| 15.  | A strong commitment to the Trust values and ethos  | E  |   |   |
| 16.  | Commitment to support the Trust’s agenda for safeguarding and equality and diversity  | E  |   |   |
| 17.  | A flexible approach and strong work ethic  | E  |   |   |