



Quarrydale Academy

Person Specification – Administrative Assistant / Receptionist

Criteria	Essential	Desirable	How Identified
Qualifications/Training	<ul style="list-style-type: none"> GCSE English and mathematics (or equivalent numeracy and literacy skills) grade C or above Evidence of technical competency and/or appropriate qualifications relevant to the level of responsibility and requirements of the post 	<ul style="list-style-type: none"> Evidence of responsibility for/having worked with children 	Application form
Personal and professional attributes	<ul style="list-style-type: none"> Record of good attendance and punctuality Have high personal and professional standards Have a positive outlook Relate well to a range of people, including staff, governors, students and parents Work well independently using own initiative and also within a team. Resourceful and flexible when working Work accurately under pressure Willing to act upon advice and feedback, making adjustments to working practice where necessary Openness to coaching, mentoring and further development 		Application form Interview References

Professional knowledge and understanding	<ul style="list-style-type: none"> • Understanding of administration systems • Understanding of management systems • Knowledge and understanding of office ICT systems 	<ul style="list-style-type: none"> • Understanding of school management systems • Significant experience of operating complex administrative procedures • Understanding of school procedures • Act as a company secretary in a professional, confidential manner 	Application form Interview References
Professional Skills	<ul style="list-style-type: none"> • High level of secretarial/receptionist and organisational skills • Ability to produce a high volume of work in various formats to a high quality, accurately and to tight deadlines • Ability to prioritise and manage workload well • High level of literacy, ICT and communication skills 	<ul style="list-style-type: none"> • Ability to use shorthand • Range of practical skills applicable to working in a school environment 	Application form Interview References