



## Support Staff PERSON SPECIFICATION

<b>Post Title</b>	<b>Admin Assistant/Receptionist</b>
<b>Full time/Part time</b>	<b>Part-time (Term-time only)</b>

<b>Attributes</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education and Qualifications</b>	Good level of literacy and numeracy (English & Maths GCSE A*-C, or equivalent).	Additional admin-related qualification(s).
<b>Experience and Knowledge</b>	<p>Previous experience in an admin and/or receptionist role</p> <p>Experience of working in an education setting</p> <p>Knowledge of school data management systems such as SIMS</p> <p>Good working knowledge and experience of Microsoft Office.</p>	
<b>Ability and Skills</b>	<p>Strong organisation skills</p> <p>Good interpersonal skills including professional telephone manner.</p> <p>Effective time-management skills.</p> <p>Ability to prioritise tasks.</p>	First-Aid qualified

	<p>Adaptable approach to work</p> <p>Ability to work effectively as part of a team.</p> <p>Capability to work independently and use own initiative.</p>	
<b>Personal Characteristics and Aptitude</b>	<p>A passion for and commitment to securing the best possible life-chances for all young people.</p> <p>Ability to establish good working relationships with pupils, teaching staff and parents / carers.</p> <p>Sense of humour.</p> <p>Reliable and punctual.</p> <p>Interest in education and in developing own professional competence.</p> <p>Positive 'can-do' attitude.</p>	
<b>Suitability to Work with children</b>	<p>Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in</p>	

	<p>Education'</p> <p>Appropriate and relevant references will be checked.</p> <p>Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she has responsibility or with whom he/she has contact.</p>	
<p><b>Equal Opportunities</b></p>	<p>Ability to demonstrate awareness/understanding of equal opportunities.</p> <p>Commitment to equal opportunities in the delivery of the curriculum.</p>	