



Person Specification
Administration Assistant & Receptionist

CRITERIA	ESSENTIAL	DESIRABLE	Where Measured
Knowledge and Skills	<ul style="list-style-type: none">• Proficiency in Microsoft Word and Excel• Working knowledge of IT, including printing, scanning, photocopying and typing.• Good written and oral communication skills• Good organisational skills	<ul style="list-style-type: none">• Knowledge of SIMS	<ul style="list-style-type: none">• Application/Task• Application/Task • Application• Application/Interview • Interview
Experience	<ul style="list-style-type: none">• Planning own workload to meet deadlines• Working in an office environment• Working on a busy reception	<ul style="list-style-type: none">• Experience of working in a school or other educational setting• Experience of working as a clerical/admin assistant within another organisation.	<ul style="list-style-type: none">• Application • Application• Application
Qualifications	<ul style="list-style-type: none">• Good standard of education including GCSE English and Mathematics (Grade C or above) or equivalent		<ul style="list-style-type: none">• Application
Other	<ul style="list-style-type: none">• Ability to work effectively under pressure• Ability to work as part of a team• Well organised• Be proactive in undertaking further professional development• Flexibility		<ul style="list-style-type: none">• Interview• Interview• Interview• Application/Interview