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|  | **Essential** | **Desirable** |
| **Qualifications & Training** | * GCSE English and Maths Grade A\*-C or equivalent qualification | * Ability to use SIMS * First Aid training * Safeguarding training * Recognised qualification in Microsoft Word, Excel or European Computer Driving Licence |
| **Experience, knowledge & understanding** | * Ability to work effectively as part of a team * Ability to promote a positive ethos and role model positive attributes * Experience of working with young people | * Previous experience of having worked in an educational environment * Previous experience of reception duties |
| **Skills & Abilities** | * Ability to use the Microsoft Office Suite * Ability to stay calm under pressure * Ability to meet deadlines * Ability to be self-directed * Good organisational skills * Confidence to work with a wide range of people and abilities * Commitment to personal continuous professional development | * Ability to work flexibly to meet the needs of the Academy |
| **Personal qualities and attributes** | * Ability to communicate effectively and concisely * Ability to build effective working relationships with students and colleagues |  |
| **Commitment To** | * Commitment to diversity and equality of opportunity in all working practices |  |
| **Attendance** | * A good attendance record in current employment, (not including absences due to disability) |  |