

Chief Executive Officer: Sir John Townsley BA (Hons) NPQH
Chair of the Board: Mr Peter Gruen B Tech (Hons) MBA

Person Specification Receptionist / Administration Support

Attribute	Essential	Desirable	How Identified
Qualifications		<ul style="list-style-type: none"> GCSE Maths and/or English grades A* - D 	<ul style="list-style-type: none"> Application form Certificates
Knowledge and Skills	<ul style="list-style-type: none"> Excellent telephone manner / communicator Computer literate and knowledge of Microsoft Office applications, especially Word and Excel Ability to work on own and part of a team Ability to keep accurate records Excellent interpersonal skills Smart appearance Friendly, calm, and unruffled disposition A passion for education and making a difference Excellent communicator Effective team member Drive and determination Ambition Energy, enthusiasm, sense of humour 		<ul style="list-style-type: none"> Application form Selection process References
Experience	<ul style="list-style-type: none"> Good telephone manner/communicator Ability to keep accurate records Excellent interpersonal skills Smart appearance 	<ul style="list-style-type: none"> Experience of SIMs data base Minimum 2-year office/reception experience Flexible (and willingness to be an extra pair of hands anywhere) 	<ul style="list-style-type: none"> Application form Selection process

		<ul style="list-style-type: none"> • Experience of dealing with young people 	
Continuous Professional Development	<ul style="list-style-type: none"> • Evidence of commitment to Continuing Professional Development 		
Other Conditions	<ul style="list-style-type: none"> • Enhanced DBS Clearance 		

The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.