



Person Specification: Receptionist /Administration Assistant (Scale 2)

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

	Essential	Desirable
Qualifications & training	<p>The Receptionist/ Admin Assistant should have:</p> <ul style="list-style-type: none">English and Maths to GCSE/ Standard Grade or beyondbe numerate and accurateexcellent communication skills, both verbal and writtenExperience of Microsoft Excel and Word	<ul style="list-style-type: none">secretarial qualifications
Experience	<p>The Receptionist/Admin Assistant should have:</p> <ul style="list-style-type: none">worked in a school environmentexperience of working successfully and co-operating as a member of a teamWork on own initiativeexperience of working with SIMs	
Professional Values	<p>The Receptionist/Admin Assistant will:</p> <ul style="list-style-type: none">wish to work within a School and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing bodyestablish and maintain good professional relationships with pupils, parents and colleaguesadopt a flexible approach to workingunderstand the importance of discretion and confidentiality	
Knowledge and understanding	<p>The Receptionist/Admin Assistant should:</p> <ul style="list-style-type: none">be confident in the use of email and database programs	<p>In addition, the Receptionist/Admin Assistant might also have:</p> <ul style="list-style-type: none">an understanding of the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusionexperience of banking procedures
Skills	<p>The Receptionist/Admin Assistant should:</p> <ul style="list-style-type: none">promote the school's aims positively	

	<ul style="list-style-type: none"> • establish and develop appropriate relationships with parents, governors and local community • communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors; • promote a positive working environment; • be able to prioritise workloads; have excellent time management and organisational skills; • be able to work under pressure and meet deadlines • produce accurate work • be able to use initiative • to be able to deal with regular interruptions 	
Personal characteristics	<p>The Receptionist/Admin Assistant should be:</p> <ul style="list-style-type: none"> • knowledgeable and highly competent • punctual • approachable and empathetic • creative and enthusiastic, with a sense of humour • organised and resourceful • committed • of smart appearance 	
Special requirements	<p>The Receptionist/Admin Assistant should:</p> <ul style="list-style-type: none"> • have or be willing to undergo an Enhanced Disclosure Barring Service check • be willing to undergo a pre-employment health check 	