



Sponne School

Person Specification



Admin Assistant/Receptionist	Essential	Desirable
Education and Qualifications		
Educated to GCSE Maths and English	√	
Experience		
Experience of working in a school		√
Experience of working in a customer service/reception environment		√
Knowledge and Skills		
Good standard of expertise in Word & Excel and have a positive approach to using IT	√	
Excellent communication and time management skills	√	
Able to focus and work independently in a busy office environment	√	
Personal Attributes		
Demonstrate the ability to organise own time effectively	√	
Able to operate with the highest standards of personal/professional conduct and integrity	√	
Willingness to help support all staff and be sympathetic to the constraints and requirements of their roles	√	
Understand and have the ability to carry out general administrative duties	√	
Ability to build effective, positive relationships with all stakeholders	√	
Smart appearance as befits front line reception work	√	
Be positive, open and friendly with a good sense of humour	√	
Be calm, capable and confident in an emergency situation	√	
Work in accordance with the Trust's values and behaviours	√	
Actively contribute to the smooth running of the admin office as a member of the team	√	
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	√	
A commitment to continuing personal development and training and a willingness to train in specific areas	√	
A commitment to safeguarding and promoting welfare of children and young people	√	
Understanding of , and commitment to, the promotion of equal opportunities , policies and practice	√	
Eligible to live and work in the UK	√	



Sponne School

Person Specification

