

## PERSON SPECIFICATION – Administration Assistant & Receptionist

Knowledge and experience	Essential	Desirable
Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths (certificate/s to be available at interview)	✓	
Experience of working in a busy office environment/reception area	✓	
Experience of working in a school		✓
Skills knowledge and aptitudes	Essential	Desirable
Ability to build and form good relationships with students, colleagues and other professionals	✓	
Ability to work constructively as part of a team, understanding school roles and responsibilities including own	✓	
Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals	✓	
Good standard of numeracy and literacy skills	✓	
Ability to absorb and understand a wide range of information and deal with confidential data/issues appropriately	✓	
Ability to maintain accurate records and filing systems	✓	
Ability to proficiently use in-house software including SIMS and Microsoft Office		✓
Personal qualities	Essential	Desirable
Initiative and ability to prioritise one's own work	✓	
Able to follow direction and work in collaboration with Line Manager	✓	
Able to work flexibly to meet deadlines and respond to unplanned situations	✓	
Efficient and meticulous in organisation	✓	
Desire to enhance and develop skills and knowledge through CPD	✓	
Commitment to the highest standards of child protection	✓	
Recognition of the importance of personal responsibility for Health & Safety	✓	
Commitment to the school's ethos, aims and its whole community	✓	