



GREENWOOD DALE FOUNDATION TRUST

PERSON SPECIFICATION

Receptionist and Administrative Assistant

	Essential	Desirable	How Assessed
Qualifications:			
Five GCSE's or equivalent A-C	✓		Application form
Experience:			
Working within an education establishment		✓	Application form; at interview and reference
Cash handling and management		✓	Application form; at interview and reference
Experience of working in an administration role and using Microsoft Office	✓		Application form; at interview and reference
Knowledge of safeguarding procedures	✓		Application form and at interview
Personal and Professional Skills and Attributes:			
Highly motivated and enthusiastic	✓		Application form and at interview
High professional standards	✓		Application form and at interview
Methodical, well organised and able to work using own initiative with the ability to prioritise	✓		Application form and at interview
Ability to work effectively as a member of a team	✓		Application form and at interview
Ability to maintain efficient record keeping systems	✓		Application form and at interview
Ability to communicate with a range of young people and adults	✓		Application form and at interview
Ability to work under pressure and meet deadlines whilst maintaining accuracy at all times	✓		Application form and at interview
Willingness to undertake training	✓		Application form and at interview
Ability to be adaptable to the changing needs and requirements of the post	✓		Application form and at interview
Willingness to play a part in the wider life of the Academy	✓		Application form and at interview
Other:			
Must satisfy relevant employment checks	✓		Documentary evidence

Requirements from confidential references:

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills	✓

and abilities	
Positive recommendation from current employer	✓

The Greenwood Dale Foundation Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.