**Person Specification**

**Receptionist / Administrative Assistant**

**May 2019**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Qualifications /Experience | * Excellent telephone manner / communicator * Excellent interpersonal skills | * Experience of SIMs data base * Minimum 2-year office / reception experience * Experience of working in a school environment or of working with young people | * Application * References * Interview |
| Knowledge and Understanding | * Computer literate and knowledge of Microsoft Office applications, especially Word and Excel |  | * Application * Interview |
| Continuous Professional Development | * Evidence of commitment to personal CPD |  | * Application |
| Personal Qualities / Skills | * Friendly, calm, and unruffled disposition * Excellent communicator * Effective team member * A sense of responsibility and confidentiality * Ability to work well under pressure and use your own initiative * Smart appearance * Good organisational skills * Good time management skills, including the ability to work to deadlines * Co-operative, willing, reliable and trustworthy * Energy, enthusiasm, sense of humour * The ability to take instruction |  | * Application * References * Interview |
| Special Working Conditions | * Flexibility to work outside hours on very occasional basis * No smoking environment |  |  |