



PERSON SPECIFICATION

Job title: Reception \ Administration Assistant

Working hours: Full time (Mon-Fri). Term time only (40 weeks per annum)

Salary: Salary Scale 3 - 6 £24,012 - £25,212 per annum pro rata
(Actual salary £21,000.14 - £22,049.62)

Accountable to: Office and Administration Manager

Skills and knowledge

Strong communication skills	Essential
Working knowledge of SIMS	Desirable
Working knowledge of common ICT applications, eg G Suite, Microsoft Office applications	Essential
Excellent organisational skills/administrative skills	Essential
Ability to prioritise workload	Desirable
Ability to work under pressure in a busy environment	Essential

Qualifications/Attainment

Literacy and Numeracy sufficient to carry out requirements the post	Essential
NVQ 3 or equivalent qualification in relevant discipline	Desirable
Adhering to and creating Health and Safety risk assessments	Essential*

Experience

Working as part of a team	Essential
Experience organising and maintaining administrative systems	Desirable
Experience of Administrative duties in an educational setting	Desirable

Attitude/approach

Able to form positive, professional and effective working relationships with colleagues, and to relate appropriately to students	Essential
Reliable and good time-keeper	Essential
Discreet and able to deal with confidential information appropriately	Essential
Hard working and well-motivated, positive outlook	Essential
Willing and able to work independently and as part of a team	Essential
Flexibility to cope with the diverse needs of our front office area.	Essential
Caring but firm approach and empathy towards young people	Essential
Enthusiastic and committed to the aims/objectives of the school	Essential

*Training and support can be provided