



Person Specification

School: Greatfields

Job title: Receptionist/Administration Assistant

The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Criteria	Essential	Desirable
Qualifications and Knowledge	<ul style="list-style-type: none">• GCSE C+ English and Maths (or equivalent)• Proficient in the use of IT i.e., Microsoft Office and email	<ul style="list-style-type: none">• Current first aid qualification• Knowledge of SIMS
Skills	<ul style="list-style-type: none">• Ability to deal with regular interruptions• Attention to detail• Excellent written and verbal communication• Willing to go the 'extra mile' when required• Promote a positive working environment	<ul style="list-style-type: none">• Ability to prioritise workloads
Experience	<ul style="list-style-type: none">• Experience of working successfully and co-operating as a member of a team• Experience of undertaking a range of administrative tasks	<ul style="list-style-type: none">• Experience of working in a school office

