



Student Reception: Person Specification

You should be able to demonstrate that you meet the following criteria:

**E = Essential
D = Desirable**

Measured by:

**A. Application Form
C. Interview**

**B. Test / Exercise
D. References**

Experience/Knowledge		
E/A	• Recent experience of administrative duties; managing reception and switchboards	AC
E/A	• Recent, relevant experience in a school environment	A C
E/A	• Evidence of working with young people effectively	A C
E/A	• Successful contributions to team work	A C
E	• Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A
E	• Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A C
Skills, Attributes and Abilities		
E	• Competency using ICT for recording, monitoring and reporting.	A
E	• Be resilient, reliable, in good health, and possess a sense of humour	C
E	• Ability to use behaviour data to support and improve attitudes to learning	C
E	• Good working knowledge of behaviour modification approaches and their application in a school setting	C
E	• Possess strong interpersonal skills and be able to work effectively as part of a team	C D
E	• To promote equality, diversity and inclusion and demonstrate this within the role.	A C
E	• To be jointly responsible for promoting and safeguarding the welfare of students	A C
E	• Ability to form and maintain appropriate relationships and personal boundaries with students	A C
E	• The ability to work effectively and efficiently as part of and group and individually	AC
E	• Strong interpersonal skills and the ability to communicate effectively and clearly with young people and adults	AB
E	• An ability to respect sensitive and confidential work and respect the wishes of others	C
Training		
E	• A willingness to develop professionally through training	ACE
General		
E	• Respectful towards all students, with total belief in their entitlement to a high quality education, whatever their circumstances and ability	A C
E	• Committed to raising standards of achievement through high quality classroom practice	C
E	• Take a key role in contributing to extra-curricular activities	A C
E	• Committed to the principles of the Academy programme	C
E	• Possess personal integrity, warmth and a willingness to grow and learn	C
E	• Commitment to the education of the 'whole child,' i.e. social, emotional and citizenship development	C
E	• Enhanced DBS Check	B
E	• A willingness to carry out all duties within the role to the best of your ability	D
E	• Adopting a co-operative approach to the vision of the academy	A C