**Person Specification**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Qualifications/Experience | * Good telephone manner/communicator * Ability to keep accurate records * Excellent interpersonal skills * Smart appearance | * Experience of SIMs data base * Minimum 2 year office/reception experience * Flexible (and willingness to be an extra pair of hands anywhere) | * Letter of application * References * Interview * Interview |
| Knowledge and Understanding | * Computer literate and word processing skills * Ability to work on own and part of a team | * Experience of dealing with young people | * Letter of application * Interview |
| Special Working Conditions | * Friendly, calm, and unruffled disposition |  | * Interview |
| Continuous Professional Development | * Evidence of commitment to personal CPD |  | * Application |
| Personal Qualities | * A passion for education and making a difference * Excellent communicator * Effective team member * Drive and determination * Ambition * Energy, enthusiasm, sense of humour |  | * Application * References * Interview |

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

*Boston Spa Aademy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check (formally Criminal Records Bureau Disclosure). We promote diversity and aim to establish a workforce which reflects the population of Leeds.*