



SANDHURST SCHOOL

PERSON SPECIFICATION

Job Title: School Reception / Admin Assistant	Department: Support Staff
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KEY CRITERIA	E/D	REQUIREMENT
Qualifications and Training	E E D	<ul style="list-style-type: none"> GCSE Maths and English at a grade C (4) or above. Willing to partake in further in-service or external staff development and training and take responsibility for own professional development and be Qualifications above GCSE- A level, degree or other higher-level qualification.
Competence Summary (Knowledge, abilities, skills, experience)	E E E E E E E D D	<ul style="list-style-type: none"> Strong communication skills Strong organisational skills Ability to maintain a professional manner in challenging situations Adaptable and flexible in approach to the work Ability to multi-task Ability to relate well to children and to adults Good use of standard IT packages and ability to learn other packages as required. Experience of working in a school or other educational setting Experience of using SIMS
Work-related Personal Requirements		<ul style="list-style-type: none"> Term time only plus 10 days during non-term days Must attend INSET at the start of the academic year
Other Work Requirements		<ul style="list-style-type: none"> The Trust and School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Satisfactory DBS check The post holder is responsible for ensuring that the school safeguarding and child protection policy is adhered to and concerns are raised in accordance with school policy

E – essential
D - desirable