

PERSON SPECIFICATION

Job Title	Receptionist/Administration Assistant	Essential	Desirable
Experience			
Full range of office skills		✓	
Experience of working in a school office			✓
Proficient in MS Office i.e. Word, Excel, PowerPoint		✓	
Evidence of administration/reception skills		✓	
Following systems and procedures		✓	
Knowledge of SIMS			✓
Knowledge and understanding of education			✓
Evidence of dealing with young people			✓
Administering First Aid			✓
Personal Attributes			
Pleasant, approachable and welcoming manner		✓	
Excellent time keeping and attendance		✓	
Good communicator		✓	
Good organisational skills		✓	
Attention to detail		✓	
Have a commitment to safeguarding and equal opportunities		✓	
Smart and well presented		✓	
Interest in all aspects of school life			✓
Proactive		✓	
Ability to work well within a team environment		✓	
General information			
To contribute as an effective and collaborative member of the school team			
<ul style="list-style-type: none"> • Any other duties as reasonably required by any manager of the school • Participating in the ongoing development, implementation and monitoring of the school development plans • Being aware of and complying with policies and procedures relating to child protection and reporting all concerns to an appropriate member of staff • Attend regular meetings as required and make a positive contribution during meetings 			

Equality of Opportunity

- As a member of school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, students, parents and visitors

Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence
- To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure all processes comply with this

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for an Enhanced DBS disclosure.