

PERSON SPECIFICATION

POST: Reception and Administration Assistant

To be demonstrated in A - Application form

L- Letter of application

I - Interview

	Essential	Desirable	Shown in
QUALIFICATIONS			
1. GCSE Grade C Maths & English or equivalent	✓		A
EXPERIENCE			
1. Good administrative experience	✓		A I
2. Experience of reception duties; providing clerical and secretarial support, handling cash, maintaining paper and electronic filing systems, carrying out reprographic work	✓		A I
3. Experience of working in an educational establishment		✓	A I
SKILLS AND KNOWLEDGE			
1. Understanding the need for confidentiality	✓		A I
2. Ability to build and form good relationships with stakeholders	✓		A
3. Excellent verbal and written communication skills to engage with colleagues, Governors and other professionals.	✓		A
4. Excellent IT skills including Microsoft Office Packages	✓		A
5. Ability to minute meetings, including agendas and associated papers	✓		A
6. Able to keep up to date and accurate records on internal and external record keeping systems.	✓		A
7. Good word processing and ICT skills	✓		A
8. Good planning and organisational skills	✓		A I
9. Paediatric First Aid Certificate.		✓	A
GENERAL			
1. A diplomatic and patient approach	✓		I
2. Able to appropriately deal with confidential information/situations	✓		I
3. Able to work effectively alone or within a team environment, understanding each other's roles and responsibilities	✓		I
4. Initiative and ability to prioritise one's own work and meet tight deadlines	✓		I
5. Desire to enhance and develop skills and knowledge through professional development and training	✓		I
6. Evidence of excellent attendance and punctuality record	✓		A I
7. Good sense of humour		✓	I
8. Flexible working practices and hours with the willingness to go that "extra mile"		✓	A I