**Person Specification**

**Administration 2 (Receptionist)**

**Professional Values and Practice**

1. Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.

2. Treating pupils consistently with respect and consideration, and being concerned with their development as learners.

3. In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.

4. Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.

5. Willingness to be flexible in duties carried out and keenness to develop new skills and learn new practices.

6. Reflecting upon and seeking to improve personal practice.

7. Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.

8. Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.

9. Building and maintaining successful relationships with pupils, parents/carers and staff.

To undertake any other duties commensurate with the post.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the School.

Required qualifications, knowledge, skills and experience

1. GCSE English Language (minimum grade ‘C’) or equivalent.
2. Experience of working in an office environment.