

PERSON SPECIFICATION – Receptionist/Administrator

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
▪ Good educational background which includes a good standard in English and Maths	E	Application form
▪ Computer literate	E	
▪ Willingness to undergo further training	D	
Knowledge & Experience	Essential/Desirable	How Identified
▪ Experience of administrative work	E	Application form/Interview/Reference/Task (if applicable)
▪ Excellent administrative and organisational skills	E	
▪ Experience of using Microsoft Office, e.g. Excel, Word	E	
▪ Excellent telephone skills	E	
▪ Experience of dealing with the public through the telephone and face to face contact	E	
▪ Good standard of spoken English	E	
▪ Experience within a School office and/or reception	D	
▪ Knowledge of SIMS and/or experience of using a database	D	
▪ Experience of managing a webpage, Facebook and/or social media	D	
▪ Experience of using various types of office machinery including photocopiers, laminators, binding machines	D	
▪ Stock control	D	

Skills & Key Criteria	Essential/Desirable	How Identified
▪ Able to relate well to children and adults	E	Application form/Interview/Task (if applicable)
▪ Excellent interpersonal and communication skills	E	
Personal Attributes	Essential/Desirable	How Identified
▪ Ability to work hard ensuring deadlines are met, prioritising appropriately, and maintaining good honour	E	Application form/Interview/Task (if applicable)
▪ Flexible and adaptable	E	
▪ Hardworking and self-motivated	E	
▪ Enthusiasm		
▪ Calm, controlled manner in difficult situations	E	
▪ An ability to build supportive working relationships with colleagues, supporting team work and collaborative working	E	
Equal Opportunities	Essential/Desirable	How Identified
▪ Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/Task (if applicable)
▪ Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
▪ Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/Task (if applicable)
▪ Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	