

### 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.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<ul style="list-style-type: none"> <li>• Good educational background which includes a good standard in English and Maths</li> </ul>	<b>E</b>	Application form/Interview/Task (if applicable)
<ul style="list-style-type: none"> <li>• Computer literate</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>• Willingness to undergo further training including first aid training</li> </ul>	<b>E</b>	
<b>Knowledge &amp; Experience</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<ul style="list-style-type: none"> <li>• Excellent administrative and organisational skills</li> </ul>	<b>E</b>	Application form References Interview
<ul style="list-style-type: none"> <li>• Experience of using Microsoft Office, e.g. Excel, Word or Google workspace</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and communication skills</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>• Excellent telephone skills</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>• Experience of dealing with the public through the telephone and face to face contact</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>• Good standard of spoken English</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>• Experience within a school office and/or reception</li> </ul>	<b>D</b>	
<ul style="list-style-type: none"> <li>• Knowledge of SIMS and / or experience of using databases</li> </ul>	<b>D</b>	
<ul style="list-style-type: none"> <li>• Experience of managing a webpage, Facebook and/or social media</li> </ul>	<b>D</b>	
<ul style="list-style-type: none"> <li>• Experience of using various types of office equipment including photocopiers, laminators, scanners, binding machines</li> </ul>	<b>D</b>	
<b>Personal Attributes</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<ul style="list-style-type: none"> <li>• Able to relate well to children and adults</li> </ul>	<b>E</b>	Interview, references
<ul style="list-style-type: none"> <li>• Flexible and adaptable</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>• Energetic and hardworking</li> </ul>	<b>E</b>	

<ul style="list-style-type: none"> <li>• Self-motivated</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>• Able to prioritise workloads</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>• An effective team member</li> </ul>	<b>E</b>	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<ul style="list-style-type: none"> <li>• 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</li> </ul>	<b>E</b>	Application form/Interview/Task (if applicable)
<ul style="list-style-type: none"> <li>• Commitment to equal opportunities policies relating to gender, race and disability in an educational context</li> </ul>	<b>E</b>	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<ul style="list-style-type: none"> <li>• Commitment to the protection and safeguarding of children and young people</li> </ul>	<b>E</b>	Application form/Interview/Task (if applicable)
<ul style="list-style-type: none"> <li>• Has up to date knowledge of relevant legislation and guidance in relation to working with young people</li> </ul>	<b>D</b>	