Address: Suite 2, 3rd Floor, St Nicholas Building,
St Nicholas Street, Newcastle upon Tyne, NE1 1RF
Telephone: 0191 662 2400 **Email:** info@laidlawschoolstrust.com
Website: www.laidlawschoolstrust.co.uk

PERSON SPECIFICATION

Post title: Receptionist/Administrator
Academy: Excelsior Academy
Reporting to: Operations Manager
Salary/pay range: SCP 4-6 £26,016 to £26,847 (FTE) £23,598 to £24,352 (actual)
Hours of work: Term Time + 5 inset days + 10 additional days, 37 hrs per week

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The successful candidate will meet the criteria detailed within this person specification. 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	**X**		**Application**
Computer literate	**X**		
Personal Attributes	**Essential**	**Desirable**	**How Identified**
Are highly **ambitious** for self and organisational growth	**X**		**Application Interview Task**
Are **brave** in leadership decision making, being innovative and forging new paths	**X**		
Are **curious** to identify solutions based on rigorous evidence and research	**X**		
Are **determined** to overcome obstacles and resilient in the face of challenge	**X**		
Are open minded to bringing about **extraordinary** change which may challenge the norm	**X**		
Are **fast** and nimble to address emerging needs and underperformance	**X**		
Are **good**, moral, truthful and treat others with respect	**X**		
Able to relate well to children and adults	**X**		
Flexible and adaptable	**X**		
Energetic and hardworking	**X**		
Self-motivated	**X**		
Able to prioritise workloads	**X**		

An effective team member	**X**		
Skills, Knowledge & Experience	**Essential**	**Desirable**	**How Identified**
Excellent administrative and organisational skills	**X**		**Application Interview Task**
Experience of using Microsoft Office, e.g. Excel, Word or Google workspace	**X**		
Excellent interpersonal skills and communication skills	**X**		
Excellent telephone skills	**X**		
Experience of dealing with the public through the telephone and face to face contact	**X**		
Good standard of spoken English	**X**		
Experience within a school office and/or reception		**X**	
Knowledge of SIMS and / or experience of using databases		**X**	
Experience of using various types of office equipment including photocopiers, laminators, scanners, binding machines		**X**	
Equal Opportunities	**Essential**	**Desirable**	**How Identified**
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	**X**		**Application Interview Task**
Committed to equal opportunities policies relating to gender, race and disability in an educational context	**X**		
Safeguarding	**Essential**	**Desirable**	**How Identified**
Committed to the protection and safeguarding of children and young people	**X**		**Application Interview Task**
Demonstrate up to date knowledge of relevant legislation and guidance in relation to working with young people	**X**		