

Receptionist/Admin Support Assistant

Person Specification

	Essential	Desirable	Measured by
Qualifications/ Training	Educated to GCSE for a minimum of 5 GCSEs including Mathematics and English (Grade 4), or equivalent qualifications. Commitment to training / health and safety legislation.	First Aid qualification.	A/Q
Experience	Collaborative working within a team		A/I
Knowledge and Understanding	- Some working knowledge of relevant policies/codes of practice Committed to safeguarding and promoting the welfare of children and young people. - Understanding of areas of working in a school and a school office - Use of technologies and ICT packages such as excel, word, publisher. - Evidence the importance in understanding confidentiality	Understand the importance of websites and how to manage a website, uploading and removing content.	A/I
Skills	- High standard of interpersonal and oral/written communication skills. Effective use of ICT - Well-developed interpersonal skills to be able to relate well to a wide range of people. - Able to communicate clearly and effectively	Good ICT skills for learning and administrative requirements.	A/I
Person Characteristics	- Friendly - Respond to queries promptly. - Ability to make relationships easily with children and adults. - Ability to be self directing in their work and use initiative. - Ability to defuse difficult situations. - Ability to represent pupils' needs to others. - An enthusiastic approach to working in a busy school office. - Ability to work flexibly and respond to developing needs. - Reliability and integrity - Humour and resilience		A/I

Measured by Key: A: Application form/letter Q: Qualification Check I: Interview