

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
<input type="checkbox"/> Good educational background which includes a good standard in English and Maths	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Computer literate	E	
Knowledge & Experience	Essential/Desirable	How Identified
<input type="checkbox"/> Excellent administrative and organisational skills	E	Application form References Interview
<input type="checkbox"/> Experience of using Microsoft Office, e.g. Excel, Word or Google workspace	E	
<input type="checkbox"/> Excellent interpersonal skills and communication skills	E	
<input type="checkbox"/> Excellent telephone skills	E	
<input type="checkbox"/> Experience of dealing with the public through the telephone and face to face contact	E	
<input type="checkbox"/> Good standard of spoken English	E	
<input type="checkbox"/> Experience within a school office and/or reception	D	
<input type="checkbox"/> Knowledge of SIMS and / or experience of using databases	D	
<input type="checkbox"/> Experience of managing a webpage, Facebook and/or social media	D	
<input type="checkbox"/> Experience of using various types of office equipment including photocopiers, laminators, scanners, binding machines	D	
Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> Able to relate well to children and adults	E	Interview, references
<input type="checkbox"/> Flexible and adaptable	E	
<input type="checkbox"/> Energetic and hardworking	E	
<input type="checkbox"/> Self-motivated	E	
<input type="checkbox"/> Able to prioritise workloads	E	
<input type="checkbox"/> An effective team member	E	

Equal Opportunities	Essential/Desirable	How Identified
<input type="checkbox"/> 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)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	