

Person Specification for the post of Admin/Receptionist

The Administrator/Receptionist should have:

1) Education and Training:

| | Essential / Desirable | Method of Assessment |
|---|-----------------------|-------------------------|
| <ul style="list-style-type: none">• Hold Level 2 Business Administration qualification• 5 GCSE's including English and Maths GCSE at Level 4 or above.• Hold a First Aid qualification, or be willing to undertake this immediately.• Level 3 qualification in a relevant subject• OCR Text Processing (Business Professional) Level 1 or equivalent. | E E E D D | Application / Interview |

2) Relevant Experience:

| | Essential / Desirable | Method of Assessment |
|---|--------------------------------------|--------------------------------------|
| <ul style="list-style-type: none">• Minimum of 2 years' experience in general administrative/clerical roles.• Highly organised and efficient, with experience of providing a high quality, customer service function to all stakeholders.• Experience of building strong working relationships with stakeholders (e.g. staff, pupils, parents and carers, visitors).• Practical experience of using Microsoft Office and other IT packages, including Office 365, Word, Excel, SIMS, ParentMail, or similar.• Working to strict deadlines and conflicting priorities.• Acting in a professional manner at all times.• Practical experience of working within GDPR requirements.• Experience of working in a school office. | E E E E E E D D | Application/Interview/ References |

3) Aptitude and Skills:

| | Essential / Desirable | Method of Assessment |
|--|---------------------------------|--------------------------------------|
| <ul style="list-style-type: none">• High level of accuracy and attention to detail.• Good communication skills, verbal and written.• Ability to use Microsoft packages such as Word, Outlook, Excel and PowerPoint, and other IT systems.• Ability to produce accurate records and reports in a timely manner to meet deadlines.• Ability to receive, record and relay information accurately.• Hold or be willing to gain a First Aid Qualification and act as First Aider in school.• Working knowledge of strong filing systems and archive requirements. | E E E E E E E | Application/Interview/ References |

4) Personal Qualities to include:

| | Essential / Desirable | Method of Assessment |
|---|---|------------------------------|
| <ul style="list-style-type: none"> • Demonstrates an ability to be a team player • Ability to work flexibly, outside of normal working hours if required. • Demonstrates a professional manner at all times. • Ability to work from any location within the Trust. • Ability to contribute to the Christian ethos in the Trust. • To be reliable and conscientious • Confident, self-motivated and punctual. • A commitment to working as part of the whole school/Trust team and support the vision and aims of the Academy. | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>Application/Interview</p> |