



Person Specification: Receptionist/Admin Assistant

	Essential	Desirable	Evidenced in
Education & Professional Qualifications			
Minimum of Level 2 qualification in English and Maths	✓		Application Interview
Good general standard of education and IT skills including Social Media platforms	✓		Application Interview
Evidence of continuous professional development		✓	Application
Ability to perform a range of administrative tasks	✓		Application Interview
Excellent customer service skills	✓		Application Interview
Awareness of Safeguarding and Child Protection legislation		✓	Application Interview
Experience			
Experience of dealing with the public in person and on the telephone	✓		Application Interview References
Knowledge and Skills			
Able to work as part of a team	✓		Application Interview References
Excellent literacy, numeracy and IT skills	✓		Application Interview
Knowledge and understanding of the confines of confidential working	✓		Application Interview
High level of interpersonal skills	✓		Application Interview
Ability to work independently as well as collaboratively	✓		Application Interview References
Able to communicate effectively with children, parents, external organisations and colleagues at all levels using a variety of mediums	✓		Application Interview
Ability to start and complete tasks	✓		Application Interview References
Good presentation skills (e.g. able to clearly and accurately report on student issues to colleagues and other professionals).	✓		Application Interview References
Personal Attributes			
Resilience, the ability to work under pressure and be able to meet deadlines	✓		Application Interview References
Ability to work as part of a cohesive team	✓		Application



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			Interview References
Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide	✓		Application Interview References
Excellent communication skills (including written, oral and presentation skills)	✓		Application Interview References
A commitment to safeguarding and promoting the welfare of children and young people	✓		Application Interview References
Ability to work creatively and collaboratively	✓		Application Interview
Demonstrably professional, honest and loyal	✓		Application Interview References
Flexible and open to continuous change	✓		Application Interview References
Commitment to our students and their learning, wellbeing and safety	✓		Application Interview
Committed to equality	✓		Application Interview
Able to build and maintain successful and purposeful relationships	✓		Application Interview
A positive outlook, well-motivated, enthusiastic and energetic	✓		Application Interview
Patience, resilience and a sense of humour	✓		Application Interview
Well organised and efficient	✓		Application Interview References
Good attendance and punctuality record	✓		References
Professional appearance and manner	✓		Interview