**Monkwearmouth Academy**

**Receptionist**

#### PERSON SPECIFICATION

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| **Category** |  | **Evidence Gained From** |
| **QUALIFICATION AND TRAINING** | * Relevant NVQ Level 2 in Administration or equivalent
 | * Application
* Certificates
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| **EXPERIENCE** | * Experience of front line contact/reception experience
* Proven experience of updating and maintaining electronic databases,
* Experience of using a range of IT packages e.g .Word, Excel etc to a competent level
 | * Application
* Interview
* References
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| **KNOWLEDGE AND SKILLS** | * Ability to produce letters and correspondence to support the school office
* Knowledge and skills to meet the demands of a busy office
* Ability to work across a range of teams and support integrated working practices
* Excellent communication skills
* Ability to work alone and make decisions when required as well as working as part of a wider team.
 | * Application
* Interview
* References
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| **OTHER REQUIREMENTS** | * A commitment to safeguarding and promoting the welfare of children and young people
* Prepared to work flexibility to meet work requirements
 | * Application
* Interview
* References
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