**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 |
| **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 |
| **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 |
| **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 |