

# Receptionist/Admin Support Assistant

## PERSON SPECIFICATION

	Essential	Desirable	Measured by
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>Educated to GCSE for a minimum of 5 GCSEs including Mathematics and English (Grade 4), or equivalent qualifications.</li> <li>Commitment to training / health and safety legislation.</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification.</li> </ul>	A/Q
<b>Experience</b>	<ul style="list-style-type: none"> <li>Collaborative working within a team.</li> </ul>		A/I
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Some working knowledge of relevant policies/codes of practice.</li> <li>Committed to safeguarding and promoting the welfare of children and young people.</li> <li>Understanding of areas of working in a school and a school office.</li> <li>Use of technologies and ICT packages such as excel, word, publisher.</li> <li>Evidence the importance in understanding confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>Understand the importance of websites and how to manage a website, uploading and removing content.</li> </ul>	A/I
<b>Skills</b>	<ul style="list-style-type: none"> <li>High standard of interpersonal and oral/written communication skills. Effective use of ICT</li> <li>Well-developed interpersonal skills to be able to relate well to a wide range of people.</li> <li>Able to communicate clearly and effectively</li> </ul>	<ul style="list-style-type: none"> <li>Good ICT skills for learning and administrative requirements.</li> </ul>	A/I
<b>Person Characteristics</b>	<ul style="list-style-type: none"> <li>Friendly.</li> <li>Respond to queries promptly.</li> <li>Ability to make relationships easily with children and adults.</li> <li>Ability to be self directing in their work and use initiative.</li> <li>Ability to defuse difficult situations.</li> <li>Ability to represent pupils' needs to others.</li> <li>An enthusiastic approach to working in a busy school office.</li> <li>Ability to work flexibly and respond to developing needs.</li> <li>Reliability and integrity.</li> <li>Humour and resilience.</li> </ul>		A/I