



ST BENET BISCOP
CATHOLIC ACADEMY

Person Specification for a Receptionist and Administration Assistant

The Governors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Education, Training and Qualifications

Essential	Desirable
<ul style="list-style-type: none">• Good academic standard of general education to GCSE/A Level standard/NVQ L3 or equivalent or equivalent proven work experience at these levels• IT literate - competent understanding of Microsoft Packages• Willingness to participate in training and development	<ul style="list-style-type: none">• 5 GCSE's or equivalent including grade C or equivalent in English and Maths• Experience of using ICT in an education setting• Business Administration qualification or equivalent• First Aid at Work Qualification

Experience

Essential	Desirable
<ul style="list-style-type: none">• Experience of working on a busy reception• At least 1 year's recent experience of working in a customer facing administrative role	<ul style="list-style-type: none">• Experience of working on a busy reception within a school or educational establishment• Experience of working in an administrative role in a school or educational establishment• Experience of a school IT based Management Information System

Skills, Knowledge and Aptitude

Essential	Desirable
<ul style="list-style-type: none">• Excellent communication, literacy and interpersonal skills, able to relate well to children, parents/carers, colleagues and other professionals• Able to plan, organise and manage workload effectively whilst remaining flexible and adaptable to rapidly changing requirements	



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<ul style="list-style-type: none">• Ability to understand and respect the need for discretion, sensitivity and confidentiality.• Ability to work as part of a team• Ability to reflect on own performance and positively respond to feedback from others• Will have, or will be willing to train to have the ability to administer first aid	
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Physical, mental and emotional demands

Essential	Desirable
<ul style="list-style-type: none">• Ability to work under pressure in a busy environment• Ability to handle difficult and confrontational situations and issues with sensitivity, and an awareness of the requirements for safeguarding of pupils, data protection and the need for strict confidentiality at all times• Willing to contribute to the life and development of the academy	