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**Receptionist/Administrative Assistant**

**Person Specification**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Good general education/NVQ in admin or other relevant qualification * GCSE English & Maths 4-9 or equivalent | * Word processing qualification or equivalent * Qualified First Aider (or prepared to be trained as such) * SIMS experience (or prepared to attend training) |
| **Experience** | * Previous admin experience * Previous customer service experience | * Previous experience of working in a school environment |
| **Skills and Abilities** | * Attention to detail and methodical approach to work * Organised * Good communication skills * Good record keeping skills * Highly computer literate * Confidentiality | * A working knowledge of SIMS * Child Protection and safeguarding understanding * Knowledge of Health & Safety Regulations * Knowledge of school procedures |
| **Personal Qualities** | * Team Player * Friendly and helpful * Patient and tolerant * Positive and flexible attitude to work * Ability to form and maintain appropriate relationships with children and young people * To be committed to continual professional development |  |