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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)
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| **Experience** | * Previous admin experience
* Previous customer service experience
 | * Previous experience of working in a school environment
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| **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
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| **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
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