Person Specification: Receptionist/Administration Assistant

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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|  | CRITERIA |
| QUALIFICATIONS | GCSE in English and Maths |
| EXPERIENCE | Proven administration experience.  Previous experience of reception work or working in a customer service role. |
| SKILLS AND ABILITIES | Ability to provide a high level of customer service.  Ability to deal calmly, tactfully and effectively with a range of people.  Ability to convey information clearly and accurately orally and in writing to a range of people.  Ability to work in an organised and methodical manner.  Ability to take personal responsibility for organising day to day workload, prioritising effectively and working to deadlines.  Ability to work effectively and supportively as a member of the school team.  Be adaptable and work well under pressure whilst multi-tasking.  Able to use own initiative to solve problems and respond proactively to unexpected situations. |
| KNOWLEDGE | Demonstrate a basic understanding of the work of a school.  Knowledge of a range of computer applications – including Word/Excel/Powerpoint/Outlook/SIMS.  Demonstrate an understanding of confidentiality and child protection issues in a school setting. |