


PERSON SPECIFICATION			
JOB TITLE	Receptionist and Administrator		
CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	5 G.C.S.E. standard or equivalent, including Maths and English Grade 4-9 (A*-C) or equivalent.	Level 3 qualifications or above.	Application form
Experience	Experience of working in a reception or office administration role. Confident IT skills, including Microsoft Teams, Word, PowerPoint and Excel. Experience of delivering excellent customer service. Experience of business / school letter writing.	Experience of web site maintenance. Experience of working with school systems e.g. Bromcom. Experience of supporting faculty teaching e.g. management of pupil school assessment, reporting, coursework, schemes of works, rotas, classroom displays. First aider and fire warden experience.	Application form Interview References
Skills and Aptitudes	Ability to solve problems. Able to work with a variety of tasks. Ability to apply set procedures. Enjoys generating and responding to ideas. Accurate and thorough approach. Comfortable working to agreed objectives.		Application form Interview References
Working with people	Excellent demonstration of customer service skills. Professional communication skills, able to communicate with a variety of individuals in person, in writing and on the telephone. Flexible and motivated team member. Quick and enthusiastic learner.		Application form Interview References
Safeguarding	Commitment to safeguarding and promoting the welfare of children.	Evidence of working in an environment subject to health & safety, hygiene, child welfare and protection regulations.	Application form Interview