



Person Specification

Job Title: Receptionist/Administrator

Qualifications	Essential	Desirable
GCSE A*-C in English and maths, or equivalent qualifications	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
Experience		
Experience of working within a school/academy environment		✓
Previous experience within an office environment		✓
Skills		
Good communication and listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
Ability to provide professional and effective reception service to all Academy visitors, staff and students	✓	
Experience of operating basic office equipment including photocopier and fax	✓	
Efficient and effective organisational skills	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of child safeguarding procedures		✓
Other		
Satisfactory Enhanced Disclosure and Barring Service check	✓	
Assessed and advised by Health and Well Being	✓	