



Person Specification

Job Title: Receptionist & Administrative Assistant

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 in a school environment		✓
Previous experience within an office environment		✓
Skills		
Good communication, written and listening skills to be used at all times with delegates, customers and staff	✓	
Ability to respect and maintain confidentiality	✓	
Working knowledge of standard Microsoft Office (word processing, email and spreadsheets)	✓	
Ability to provide professional and effective reception service to all conference centre visitors, staff and students	✓	
Experience of operating basic office equipment including photocopier and fax	✓	
Efficient and effective organisational skills	✓	
Knowledge and understanding of Academy child safeguarding procedures		✓