

**Person Specification for the Post of:**  
**Receptionist and Administrator**

Attributes	Requirements	Essential	Desirable
<b>Qualifications &amp; Training</b>	Good numeracy and literacy skills, at least equivalent to RQF Level 2	✓	
	NVQ Business Admin related qualification or equivalent		✓
	Right to work in the UK	✓	
<b>Experience</b>	Evidence of ability to work flexibly and support colleagues	✓	
	Experience of working effectively in a busy environment, prioritising own workload and dealing with competing priorities and deadlines	✓	
	Knowledge and IT experience of Microsoft Office systems	✓	
	Experience of working in a busy office	✓	
	Knowledge and understanding of child safeguarding regulations and an awareness of how they affect the role	✓	
	Experience of working in an educational setting		✓
	Knowledge and understanding of data protection issues and legislation	✓	
	Knowledge and experience of SIMS or similar MIS	✓	
<b>Personal &amp; Professional Skills &amp; Attributes</b>	A warm and welcoming personality, ideally with experience of reception duties	✓	
	Ability to communicate and liaise effectively with a range of people such as colleagues, visitors and outside agencies	✓	
	Ability to remain calm and helpful under pressure, dealing skilfully with unanticipated situations and ensuring a professional response at all times	✓	
	Ability to ensure a high standard of work in terms of presentation, accuracy and layout, with effective written communication skills	✓	
	Excellent time management skills	✓	
	An understanding of the need to maintain confidentiality at all times between staff, pupils, families, agencies	✓	
	Knowledge and understanding of child safeguarding regulations	✓	
	Ability to work effectively as a member of a team, establishing positive relationships with colleagues and asking for help when needed	✓	
	An enquiring mind, interested in researching new systems, more efficient ways of working, etc	✓	
	Willingness to work flexibly to attend occasional out of hours events	✓	
	Ability to negotiate to get best value when booking events, training, etc		✓
	Supportive of the school's excellent staff attendance and punctuality record	✓	
Honesty and integrity	✓		
<b>Other</b>	Commitment to equality of opportunity and the safeguarding and welfare of all students	✓	
	Committed to promoting the ethos of the school	✓	
	Evidence of and commitment to own Continuing Professional Development and progression	✓	
	Willingness to undertake training	✓	
	This post is subject to an enhanced Disclosure and Barring Service check	✓	