



## Administrative Assistant/ Receptionist Person Specification

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>
Qualification	<ul style="list-style-type: none"><li>English and Maths GCSE grade 4-9</li></ul>	
Experience	<ul style="list-style-type: none"><li>High level of competency in ICT (email, Word, Excel, Powerpoint, SIMs etc)</li><li>Proven experience in dealing with confidential work and clerking meetings</li></ul>	<ul style="list-style-type: none"><li>Experience of working within a school office</li></ul>
Leadership and Management	<ul style="list-style-type: none"><li>Ability to delegate, monitor and evaluate information</li><li>Ability to lead by example and inspire others to achieve positive results</li><li>A commitment to the protection and safeguarding of young people and an up to date knowledge of Child Protection procedures</li></ul>	<ul style="list-style-type: none"><li>Evidence of good working relationships with parents and the wider school community</li></ul>
Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"><li>Excellent interpersonal skills and the ability to work within a team environment</li><li>Proven organisational skills and the ability to prioritise in a busy office environment</li></ul>	<ul style="list-style-type: none"><li>Innovative and creative approach to teaching and learning</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>Adaptable and flexible approach</li><li>Ability to demonstrate an understanding of the importance of care, sensitivity and confidentiality when dealing with pupils, staff, parents and governors</li><li>A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines</li><li>Ability to build, support, motivate and work as part of a high performing team</li></ul>	