

Person Specification Reception/Admin Officer

Location:	Core Team – school as deployed
Grade/Scale:	MAT Grade 4
Special Conditions:	Occasional travel between sites may be required
Reporting to:	Finance & Admin Team Leader
Revised Date:	August 2025

Qualifications and training	Essential	Desirable
NVQ level 3 or equivalent or experience in administration or equivalent		✓
4 GCSEs (grade C or 4) equivalent (including Maths & English)	✓	
Experience:		
At least 2 years admin/reception experience	✓	
Experience of working in an educational or similar setting		✓
Knowledge, Skills and Abilities:		
A good working knowledge of relevant policies, terms and conditions and an awareness of relevant legislation		✓
Excellent analytical skills in order to analyse complex data and information and use this to monitor and support activities and promote solutions.		✓
Excellent written and verbal communication skills.	✓	
Able to prepare accurate records and identify next steps	✓	
Excellent ICT skills (including Microsoft Office)	✓	
Maintain a high standard of performance whilst managing a diverse workload with conflicting priorities and deadlines	✓	
Good negotiation skills in order to find solutions to problems	✓	
Drive, enthusiasm and commitment to achieving of Trust objectives.	✓	
Personal Qualities:		
Professional disposition as the school's first line of contact	✓	
Planned and organised approach to workload	✓	
Work accurately and methodically with attention to detail	✓	
Maintain absolute confidentiality and integrity	✓	
Think laterally and instigate new ideas and approaches	✓	
Professional attitude and appearance and positive "can do" approach to tasks	✓	
Keep calm in challenging situations	✓	
Excellent interpersonal and communication skills	✓	
Committed to the provision and improvement of a quality service	✓	
Committed to CPD	✓	

Other	Essential	Desirable
Understands the importance of policies for safeguarding children and young people	✓	
Committed to equality and diversity	✓	
Right to Work in the UK	✓	
Enhanced DBS Check	✓	
Fluent in the use of the English language	✓	