



**General Administrator / Receptionist
Person Specification**

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> • Educated to at least GCSE grade 4 standard or equivalent in English and mathematics. • Experience of working within an office environment. • Experience of customer service environment • First aid qualification or willingness to gain one 	<ul style="list-style-type: none"> • Experience of working in an educational environment. • Experience of using Arbor 	Application form References Interviews Certificate/s (to be available at interview)
Knowledge and skills		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, parents/carers and colleagues. • Strong verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals. • Good standard of numeracy. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Ability to use a range of IT packages and equipment effectively. • Ability to absorb and 	<ul style="list-style-type: none"> • Basic understanding of child development and learning principles. • Working knowledge of relevant policies and procedures 	Application form References Interviews

Essential	Desirable	Evidence
<p>understand a wide range of information.</p> <ul style="list-style-type: none"> • Ability to improve own practice/knowledge through self-evaluation and learning opportunities. 		
Personal qualities		
<ul style="list-style-type: none"> • A diplomatic and patient approach. • Able to appropriately deal with confidential information/situations. • Able to follow direction from line manager. • Ability to show initiative and to prioritise one's own work and meet required deadlines. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>References</p> <p>Interviews</p>