

# PERSON SPECIFICATION

## Receptionist/Admin Officer

E = Essential / P = Preferred

Criteria	
GCSE or equivalent, grade C or above, in English and Maths	E
A Level or equivalent qualifications	P
Very comfortable with technology	E
Excellent personal values and a real empathy for pupils, parents and staff needs	E
A 'solutions-based' approach to solving problems for others	E
Ability to communicate with pupils, parents and staff effectively	E
High standards of presentation (personal & written)	E
Flexibility in approach to work, a real team worker	E
Strength of character, good emotional intelligence and inner calm.	E
Willingness to undertake further training including First Aid	E
Experience of working with young people	P
Knowledge of Health & Safety	P

***All offers of employment are "conditional" until Disclosure and Barring and qualification checks have been successfully completed and satisfactory references have been received.***

***Woodland Middle School Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***