

**Bure Park Specialist Academy**  
**Person Specification – Receptionist/Administrative Assistant**  
**Scale C4**

	<b>Essential</b>	<b>Desirable</b>	<b>How Measures During Recruitment and Selection Progress</b>
<b>Experience</b>	<p>General clerical or administrative work.</p> <p>Experience of record keeping.</p>	Experience of working in a school with pupils of relevant age or in an appropriate learning environment.	<p>Application Form</p> <p>References</p>
<b>Education/Training Qualifications</b>	GCSE Grade C or above in English and Mathematics with good numeracy and literacy skills.		<p>Application Form</p> <p>Interview</p>
<b>Skills and Knowledge</b>	<p>Good understanding and ability to use relevant ICT.</p> <p>Good clerical or administrative knowledge.</p> <p>Good numeracy/literacy skills Participate in development and training opportunities.</p> <p>Cash handling and record keeping.</p>	Protocol regarding handling of cash/monies in a school environment.	<p>Application Form</p> <p>Interview</p> <p>References</p>

	<p>Ability to relate well to children and adults.</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</p>		
<b>Personal Qualities</b>	<p>Clean and neat appearance.</p> <p>An excellent record of health, attendance and timekeeping.</p> <p>Ability to relate to and build good relationships with pupils, parents and colleagues.</p> <p>Tact, discretion and sensitivity.</p> <p>Warmth of personality.</p> <p>Reliability and an even temperament</p> <p>Loyalty</p> <p>Flexibility and ability to work in a</p>	<p>Committed to own continued professional development.</p> <p>A good sense of humour.</p>	<p>At interview motivation and attitudes appropriate to working with vulnerable groups will be discussed along with any issues arising from references.</p> <p>DBS check.</p> <p>Application Form References.</p>

	<p>team setting</p> <p>Ability to complete tasks</p> <p>Good organisational skills</p> <p>Ability to relate well to children and adults</p> <p>Positive attitude</p> <p>Conscientious and hard working</p>		
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