



PERSON SPECIFICATION

POST: RECEPTIONIST & ADMINISTRATION ASSISTANT

	ESSENTIAL	DESIRABLE
Knowledge & Job Experience	<ul style="list-style-type: none"> Recent demonstrable experience of working within an office environment Proficient job experience of using Excel, Word, Sway and Outlook 	<ul style="list-style-type: none"> Relevant work experience within an educational setting Experience using Bromcom Experience of undertaking reception duties
Qualifications/Training	<ul style="list-style-type: none"> Good general education including GCSE's Grade C or above in English & Maths (or equivalent) 	<ul style="list-style-type: none"> RSA II word processing (or equivalent) Admin or IT related qualifications at level 3
Job related abilities & Skills	<ul style="list-style-type: none"> Ability to work to tight deadlines whilst still maintaining a high degree of accuracy and output Ability to maintain confidentiality & work with discretion & sensitivity Flexible & adaptable to undertaking new and varied duties Good communication & listening skills Good computer skills Good organisational skills Ability to take and relay messages accurately Commitment to CPD Trustworthiness 	<ul style="list-style-type: none"> Ability to undertake Minute/note taking duties
Any additional factors	<ul style="list-style-type: none"> Reliable, dependable and resilient Calm, confident & efficient manner at all times with the ability to work under pressure Good time-keeping 	<ul style="list-style-type: none"> First Aid Qualification (or willingness to undertake First Aid training)