

Person Specification – Academy Receptionist / Clerical Assistant

CRITERIA	ESSENTIAL	DESIRABLE	TESTED BY
Education and Training			
Educated to at least GCSE or equivalent	✓		A
A full working knowledge of Microsoft Office package	✓		A / I
First aid qualification		✓	D / A
Experience			
Experience of a reception or administrative position	✓		A
Experience of working in a school environment or with young persons		✓	A
Skills and Knowledge			
Excellent telephone skills	✓		A / I
Good organisational skills	✓		A / I
Attention to detail	✓		A / I
Personal Qualities			
Commitment to work collaboratively and develop strong teams	✓		I
Ability to create strong working relationships with stakeholders, governors, students, staff, parents and the local community	✓		A
Excellent communication and interpersonal skills	✓		A / I
To be reliable and the ability to prioritise and manage time effectively to ensure deadlines are met	✓		I / R
Developing self and working with others			
Be willing to undertake further training and development to enhance performance	✓		I
Strengthening the Community			
The ability to work effectively with parents and carers to support their children's school experience	✓		I / R
The candidate will need to evidence a commitment to safeguarding and protecting the welfare of Students including an enhanced DSB check	✓		A / I
Working Practices			
Punctual and conscientious	✓		R
Be fully aware of confidentiality issues	✓		A / I

Key: I = Interview

D = Documentation

R = Reference

A = Application