

Reception & Administrative Assistant (Grade 6) – PERSON SPECIFICATION

Qualifications & Training	Essential	Desirable	How Assessed
Minimum of 5 GCSE's or equivalent, including maths & English at Lvl 2 or higher.	X		Application Form & Interview
NVQ Level 2 in Business Administration or customer service		X	
Safeguarding and First Aid certifications		X	
Willingness to undertake training relevant to the role, e.g. first aid	X		
Experience	Essential	Desirable	How Assessed
Min of 1-2 years of experience working in a busy reception, front of hours or customer service environment	X		Application Form
Experience of working in a school environment	X		Application form & Interview
Experience of working in an education setting or working directly with children and parents, specifically students with SEN		X	Application form & Interview
Experience of providing high-level support in a busy office	X		Application form & Interview
Safeguarding	Essential	Desirable	How Assessed
Knowledge of Safeguarding in schools		X	Application form & interview
Demonstrate a commitment to Safeguarding procedures and policies		X	
Skills & Abilities	Essential	Desirable	How Assessed
IT proficient, having a good knowledge of Google suite	X		Application Form & Interview
Experience using school information systems (like SIMS, Bromcom or Arbor)		X	
Excellent keyboard/computer skills	X		
Exceptional verbal and written communication skills with a professional and reassuring telephone manner.	X		
Ability to prioritise tasks in a fast-paced environment while handling frequent interruptions.	X		

Participate in development and training opportunities	X		
Ability to identify own training & development needs & cooperate with means to address these		X	
Personal Attributes	Essential	Desirable	How Assessed
Have a warm, polite demeanor as the first point of contact for the school community.	X		Application Form & Interview
Absolute discretion when handling sensitive, personal or safeguarding information.	X		
Calm and composed under pressure, particularly when dealing with students, parents or emergency situations.	X		
Ability to relate well to children and adults	X		
Have a flexible approach to work	X		
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	X		
An understanding of, and commitment to, equal opportunities in its widest sense and a commitment to inclusive education	X		
Safeguarding Statement			
<p>Meadowbrook College and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.</p>			