

Reception & Administrative Assistant (Grade 6) - PERSON SPECIFICATION

Qualifications & Training	Essential	Desirable	How Assessed
Good numeracy/literacy skills	X		Application Form & Interview
NVQ 2 or equivalent qualification or experience in relevant discipline		X	
Willingness to undertake training relevant to the role, e.g. first aid		X	
Experience	Essential	Desirable	How Assessed
General clerical/administrative work	X		Application Form
Good numeracy and literacy skills		X	Application form & Interview
Experience of working in a office environment/School		X	Application form & Interview
Experience of providing high-level support in a busy, politically sensitive environment.		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	
Professional qualities	Essential	Desirable	How Assessed
Appropriate knowledge of first aid	X		Application Form & Interview
Good understanding and ability to use relevant technology e.g. photocopier	X		
Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment.	X		
Excellent keyboard/computer skills		X	
Knowledge of relevant policies/codes of practice & awareness of relevant legislation	X		
Participate in development and training opportunities	X		

Ability to identify own training & development needs & cooperate with means to address these		X	
Skills & Knowledge	Essential	Desirable	How Assessed
Excellent telephone manner.	X		Application Form & Interview
Ability to relate well to children and adults	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		
A sense of fun as well as the ability to work hard and calmly under pressure.	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>			