

**Receptionist and School Support Assistant
PERSON SPECIFICATION**

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	Good general level of education with NVQ 2 or 3 (or equivalent) in relevant discipline(s) including Maths and English.	✓		✓	✓		
	ICT literate with good keyboard and computer skills.	✓		✓	✓		
	Evidence of recent continuing professional development.		✓	✓	✓		
Skills and Experience	Administration duties in an office environment.	✓		✓		✓	✓
	Reception experience.		✓	✓		✓	✓
	Previous admin/HR/recruitment experience		✓	✓		✓	✓
	Effective use of ICT software packages, and use of relevant equipment/resources, particularly MS Office, including Excel and Word.	✓		✓		✓	
	A working knowledge of Bromcom (or other) <i>School Information Management System</i> .		✓	✓		✓	
	Experience of working in an educational environment in a multi academy Trust or large academy.		✓	✓		✓	✓
	Knowledge of relevant policies/codes of practice/legislation.		✓	✓		✓	✓
	Record of good time management skills and ability to prioritise work effectively.	✓		✓	✓	✓	
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	✓		✓		✓	
	Ability to relate well to student and adults, including external contacts, with a helpful, calm and organised manner.	✓		✓		✓	
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.	✓		✓		✓	✓
	Excellent communication and interpersonal skills, including good listening skills, and the ability to convey accurate information and respond well to individuals at all levels.	✓		✓		✓	
	Ability to identify own training and development needs	✓		✓		✓	

	Professional approach to duties and presentation.	✓		✓		✓	
	The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.	✓				✓	
	Capacity to work during school holiday periods.		✓			✓	