



Person Specification

Receptionist & Admin Assistant

The successful candidate will be well motivated, have a genuine interest in supporting young people, able to use their initiative and enjoy the level of responsibility involved in the post.

	Essential	How Assessed	Desirable
Qualifications	<ul style="list-style-type: none">Good general education to GCSE standard	A	
Experience	<ul style="list-style-type: none">Experience with working in an office and/or customer service related environment	A/R	<ul style="list-style-type: none">Experience in working with young people in a school or other controlled environment.
Specific Skills (attributes and abilities)	<ul style="list-style-type: none">Excellent customer service skillsGood organisational and administrative skillsAbility to work on own initiativeGood communication skills – oral and writtenCommunicating with parents on a professional basisGood literacy and numeracy skills.Competent ICT skills.	I/R A/I/R I/R I/R A A/R	
Motivation	<ul style="list-style-type: none">Willing to expand on current experienceEvidence that work is important to personal satisfactionCommitment to school	I I/R I	
Personal Qualities	<ul style="list-style-type: none">ReliabilityHonesty and professionalismA positive and professional approach within the working environmentMethodical and careful in the approach to tasksGood interpersonal skills and the ability to establish good working relationships with students , staff and members of the publicFlexibility to work as part of a team, covering for other staff as needed		

A = Application

R = Reference

I = Interview