



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 skills Good organisational and administrative skills Ability to work on own initiative Good communication skills – oral and written Communicating with parents on a professional basis Good 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 experience Evidence that work is important to personal satisfaction Commitment to school 	I I/R I	
Personal Qualities	<ul style="list-style-type: none"> Reliability Honesty and professionalism A positive and professional approach within the working environment Methodical and careful in the approach to tasks Good interpersonal skills and the ability to establish good working relationships with students, staff and members of the public Flexibility to work as part of a team, covering for other staff as needed 		

A = Application

R = Reference

I = Interview