PERSON SPECIFICATION

Post Title: **Receptionist & Administration Assistant**   Evidence Codes

Salary Scale: **Grade B**

AF – Application Form   **M** - Medical
JRT – Job Related Task   **I -** Interview
D - Documentation

Job Criteria					
	Essential	**Source of Evidence**	**Desirable**	**Source of Evidence**	
Experience	**Be able to demonstrate experience in the following:**				
	Previous experience in an administration role	AF/I	Previous administration experience in a school	AF/I	
	IT literate, use of MS Office including Outlook, Word and Excel	AF/I	Use of school MIS system, ideally Scholarpack	AF/I	
Qualifications	Good basic education with competency in literacy and numeracy (GCSE A-C in Maths/English or equivalent relevant qualification)	AF/D/I	Office admin apprenticeship or qualification		
Skills and Knowledge	**Be able to demonstrate skills and knowledge in the following:**				
	Ability to speak fluently and communicate in writing in English	AF/JRT	Ability to converse in Slovakian, Czech, Roma and/or other Eastern European languages	AF/JRT	
	Accuracy and attention to detail	AF/JRT			

	Ability to respond appropriately to challenging circumstances	AF/JRT		
	Knowledge of basic child protection issues	AF/I		
	The ability to plan and prioritise workload and have a flexible approach to working	AF/JRT		
	Ability to work independently and as an effective member of a team	AF/I		
	Effective communication skills.	AF/JRT		
	An ability to develop good working relationships	AF/JRT		
Other factors	Confident, collaborative and resilient	AF/I		
	Able to quickly establish rapport with the local community.	AF/I		
Job Circumstances	Willingness to work outside of normal working hours, by prior arrangement, on occasion.	I		
Equalities	Understanding of and commitment to Inclusion and Equality in respect of pupils, staff and the wider community	AF/I		
Other Requirements	Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate)	M		
	Enhanced Disclosure & Barring Service clearance	D		
	Demonstrable evidence of continuous development and competence	D		