

**PERSON SPECIFICATION**

**RECEPTIONIST / ADMIN JUNIOR**

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|  | **Essential** | **Desirable** |
| **Professional Knowledge**  **and Experience** | * Admin related qualification to NVQ2 level or equivalent experience | * Working in a school environment * Knowledge of school management information system |
| **Professional Skills** | * IT literate with good knowledge of Microsoft Office * Good telephone manner * Ability to communicate effectively, orally and in writing |  |
| **Professional Philosophy and Commitment** | * Commitment to quality and continuous improvement * Ability to work under pressure * Confidentiality * Team orientated |  |
| **Personal Qualities** | * Demonstrate excellent organisational and interpersonal skills * Willingness to undertake further work-related training * Willingness to be flexible with working hours to respond to School’s needs * The ability to establish good and productive working relationships with colleagues | Evidence of:   * Sense of humour and perspective; * Enthusiasm; * Flexibility; * Coolness under pressure; |

***The school is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to undertake an Enhanced DBS check.***