

PERSON SPECIFICATION: Receptionist/Administrator

Essential	Desirable	Evidence
<p>Qualifications and experience: 5 GCSEs or equivalent, including Maths and English Grade 4/C minimum.</p>	<p>Qualifications and experience: Experience of working in a school and/or a strong working background in administration Excellent IT skills Liaising with other professional colleagues First aid qualification or willingness to gain one</p>	<p>Application form Letter of application References Interviews Certificate/s (to be available at interview)</p>
<p>Knowledge and skills: Excellent inter-personal skills Excellent communication skills with people at all levels A flexible and motivated team member The ability to use ICT effectively to support tasks and activities</p>	<p>Knowledge and skills: Experience of maintaining databases An ability to work with a variety of tasks accurately</p>	<p>Application form Letter of application References Interviews</p>
<p>Personal qualities: A quick and enthusiastic learner, approachable and committed An ability to follow directions from his/her line manager To show initiative and an ability to work under pressure An ability to work flexibly and respond to unplanned situations Discrete and able to deal appropriately with confidential information Efficient and meticulous in organisation Desire to enhance and develop skills and knowledge through CPD Commitment to the highest standards of child protection and safeguarding Recognition of the importance of personal responsibility for health and safety Commitment to the school's ethos, aims and its whole community</p>		<p>Application form Letter of application References Interviews</p>

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS (Disclosure and Barring Service) check will be carried out for the successful candidate.