



## PERSON SPECIFICATION

**JOB TITLE:** Administrative Assistant / Receptionist

<b>Attributes</b>	<b>Essential</b>	<b>Preferred</b>
<b>Education/Qualifications</b>	Educated to GCSE level including English and Maths at grades A*-C or equivalent	
<b>Experience</b>	Previous office experience.	Previous experience of working in a school
<b>Skills/Knowledge/Aptitude</b>	<p>Good standard of IT skills And knowledge of MS Office ( Word and Excel)</p> <p>Good organisational skills and ability to prioritise workload.</p> <p>Ability to work as a member of a team.</p> <p>Ability to work on own initiative within set boundaries.</p>	
<b>Motivation</b>	<p>Willingness to undertake further training</p> <p>A friendly and welcoming approach to dealing with visitors</p>	
<b>Other</b>	Willingness to undertake first aid training	Current first aid qualification