

PERSON SPECIFICATION

Post Title: RECEPTIONIST/ADMINISTRATION ASSISTANT	Director/Service/Sector: Children's Services	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
NVQ 3 Qualification or experience in a relevant discipline e.g. RSA Level 3 Word Processing Very good numeracy and literacy skills	NVQ 2 qualification in literacy or numeracy	(a), (t)
Experience		
Experience of developing and managing administrative systems	Clerical/Financial /Administrative experience gained within a school or educational setting Experience of managing staff Experience of managing budgets	(a), (i)
Skills and competencies		
Effective use of ICT and other specialist equipment /resources Good ICT and keyboard skills Ability to work with children and adults Ability to work as member of a team Ability to self evaluate learning needs and actively seek learning opportunities	Experience of educational ICT systems and/or other management information systems	(a), (i)
Physical, mental and emotional demands		
Some periods of concentrated mental attention and pressures from deadlines, interruptions or conflict.		
Other		
Willingness to take and act on advice, to participate in learning and development High expectations of oneself and of students A commitment to and interest in the wellbeing, support and achievement of students Energy and enthusiasm A belief in teamwork and co-operation with adults and students A willingness to challenge oneself to seek continuous improvement To be positive about the need for innovation and change Flexibility, imagination and resilience, reliability and integrity A positive attitude to school Self awareness	Interested in further professional development	A/I/R

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits