



PERSON SPECIFICATION

RECEPTIONIST (INCLUDING ADMINISTRATIVE SUPPORT TO SENIOR LEADERS)

	ESSENTIAL	DESIRABLE
Qualification/Training/Competences	NVQ 2 or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills	
Relevant Experience	General clerical/administrative work	Previous experience in a school environment
Knowledge	Effective use of ICT packages Use of relevant equipment/resources Good Keyboard skills	Knowledge of relevant policies/codes of practice and awareness of relevant legislation
Skills	Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to identify own training and development needs and cooperate with means to address these	
Special Circumstances	Occasional attendance at meetings outside normal hours	