

Person Specification

Administration Assistant / Receptionist

Criteria		Essential		Desirable	Assessment
Education/Training	E1	NVQ 2 in a relevant field or equivalent qualification/experience in a relevant discipline	D1	Qualification in customer services or equivalent	Application Form.
	E2	At least 5 GCSE's or equivalent, Grade C or above including Maths and English			
	E3	Good numeracy and literacy skills			
Knowledge / Experience	E4	Experience of general clerical/administrative /financial work	D2	Reception / Customer Services experience	Application Form Interview Assessment References
	E5	Experience of communicating with various stakeholders internal and external to an or organisation both written and verbally	D3	Experience of working in an educational establishment.	
	E6	Experience of IT packages including Word, Excel and a management information system	D4	Knowledge of financial processes and practices.	
			D5	Knowledge of HR processes and practices.	
			D6	Knowledge of safer recruitment.	
			D7	Experience of social media and developing communication content to share with external partners.	

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Skills	E7	To be able to communicate effectively both orally and in writing.			Application Form Interview Assessment References
	E8	To work as part of a team and form good relationships with other colleagues.			
	E9	To maintain confidentiality over matters relating to the Academy, pupils, staff or parents.			
	E10	To be accurate, methodical and take pride in your own work.			
	E11	Ability to work well under pressure.			
Personal Attributes	E12	Willingness to undertake training and development			Interview Assessment References
	E13	Ability to learn from self-evaluation			
	E14	To be able to exercise initiative and work independently.			
	E15	Supportive of the ethos of St Aidan's Catholic Academy.			