



Person Specification – Receptionist/Administration Assistant

Please read this Person Specification carefully as it will be used to assess candidates as part of the shortlisting and interview process. You should state any experience you have had, which shows how you meet these criteria, when you complete the application form. If you are selected for interview you may be asked to undertake practical tests to demonstrate some of the skills and abilities listed below. The Trustees will be looking for candidates who most closely match the following criteria but they do not expect the successful candidate to meet all the 'desirable' criteria when s/he joins St Margaret's Academy. However the Receptionist/Administration Assistant will be expected to build on existing knowledge, experience and skills during his/her continuous professional development.

Criteria	Essential	Desirable
Knowledge, Qualifications, Experience, Skills & Abilities	<ul style="list-style-type: none"> Maths and English GCSE grade C or above (4) Successful education/training and track record in relevant Reception/Administrative role Excellent ability in Microsoft Word and Excel Effective use of IT for management Able to delegate tasks and manage own workload to meet deadlines Able to identify own professional development needs and ensure they are met Able to identify and manage potential risks Able to lead appropriate innovation projects 	<ul style="list-style-type: none"> Relevant formal qualification in Level 3 Business Administration or equivalent Experience of SIMS,net module of Schools' Information Management System)

Personal Qualities	<ul style="list-style-type: none"> • Flexible approach to work • Ability to take responsibility • Acts with integrity, honesty, loyalty and fairness • Confidentiality • Self-starter but also able to work collaboratively with other team members • Calm and organised under pressure • Resilient and determined 	<ul style="list-style-type: none"> • Sense of humour
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