

**PERSON SPECIFICATION**  
**Receptionist/ Administration Assistant**

**Qualifications**

- GCSE C or above in English (essential)
- GCSE C or above in Maths (highly desirable)

**Previous Work Experience**

- Work as part of a team (essential)
- Prioritising actions/time management (essential)
- SIMS experience (desirable)

**Professional Knowledge Skills & Experience**

- Working with different groups of clients: parents, teachers, employers (essential)
- ICT literate (essential)

**People Management Skills**

- Good listener (essential)
- Confidence to act on judgement (essential)
- Able to work professionally with other stakeholders and external agencies (essential)

**Other Personal Qualities**

- Able to remain calm and work accurately under pressure (essential)
- Has attention to details (essential)
- Able to prioritise (essential)
- Eye for detail (essential)
- Enjoys working with young people (essential)
- Ability to maintain confidentiality (essential)
- Working to deadlines (essential)