



## PERSON SPECIFICATION Administration and Classroom Cover Assistant

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Five GCSEs (or equivalent) including English and mathematics at grade C/4 or above, or substantial relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>Successful engagement in award-bearing courses related to reception, administration, or working with young people.</li> <li>First aid at work qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience of working as a receptionist and/or administration work.</li> <li>Previous experience of working with young people.</li> <li>Experience of working with people at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school setting.</li> </ul>
<b>Skills and knowledge</b>	<p><b>Professional:</b></p> <ul style="list-style-type: none"> <li>can communicate effectively in a range of situations, both verbally and in writing, and be able to adapt style and approach where necessary to achieve the desired outcome.</li> <li>Excellent front of house skills when receiving visitors and strong awareness of 'the customer' (students, staff, parents, general public).</li> </ul> <p><b>Information Technology:</b></p> <ul style="list-style-type: none"> <li>confident in the use of email, word-processing, spreadsheets and/or databases.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of data entry using Arbor, SIMS, or a similar management information system.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Enthusiastic, self-motivated, honest and a strong sense of humour.</li> <li>A flexible, positive attitude.</li> <li>The ability to multi-task.</li> <li>The ability to maintain a calm and authoritative presence in a classroom.</li> <li>The ability to work as part of a team to ensure best outcomes for young people.</li> <li>The ability to be responsible for sick and injured students without being squeamish.</li> <li>An excellent communicator who is diplomatic and able to develop effective working relationships with colleagues.</li> <li>A commitment to upholding the values of the school.</li> <li>A commitment to safeguarding and promotion of the welfare and care of all students.</li> <li>A commitment to equality and diversity.</li> <li>Physically fit and emotionally robust.</li> </ul>	