

## PERSON SPECIFICATION

E= Essential, D = Desirable

	E	D
<b>Skills/Abilities</b>		
Ability to build positive relationships with parents and other stakeholders	✓	
Good communication skills, able to clarify and explain instructions verbally and in writing	✓	
Able to self-manage as well as work in a team	✓	
Professionally discrete and able to respect confidentiality	✓	
Effective use of ICT	✓	
Ability to work with data		✓
Able to contribute to wider school initiatives		✓
<b>Knowledge and Understanding</b>		
Awareness of the difficulties and barriers some students can face in education	✓	
Awareness of safeguarding and child protection practices		✓
<b>Experience</b>		
Previous experience of the demands of a busy reception desk and office environment	✓	
<b>Qualifications</b>		
Minimum of 5 GCSE's at Grade C / 4 or above including Maths and English	✓	
<b>Attributes</b>		
Commitment to an ethos of high standards, personal fulfilment, academic success and to improving the life chances of young people	✓	
A pro-active approach to dealing with issues		✓
The ability to remain calm under pressure	✓	
Discretion and diplomacy	✓	