**Person Specification**

**Role** Receptionist

**Service** R.E.A.L Education/ R.E.A.L Independent/ R.E.A.L Alternative Provision

School

**Location** East Midlands

**Accountable to** Head Teacher/Business Administration Manager

|  |  |  |
| --- | --- | --- |
| **Knowledge** | Essential | Desirable |
| Competent in the use of ICT | X |  |
| Working knowledge of Microsoft Office package and Google |  | X |
| **Experience** |  |  |
| Previous work within a school setting |  | X |
| Previous reception experience |  | X |
| Previous experience within an administration role | X |  |
| Previous experience of exam administration |  | X |
| **Skills** |  |  |
| Good communication skills with the ability to relate to students, teaching staff and the leadership team. | X |  |
| Highly organised with the ability to work under pressure | X |  |
| Self motivated able to work on own initiative with drive and enthusiasm | X |  |
| Flexible in their approach | X |  |
| **Education and Training** |  |  |
| To be able to produce evidence of previous continuous professional development | X |  |
| Numerate and Literate | X |  |
| Aware of Safeguarding and Data Protection |  | X |
| **Qualities** |  |  |
| Hold a UK Driving Licence and have access to a road-worthy vehicle | X |  |
| Must adhere to all R.E.A.L Education Ltd, R.E.A.Ll Independent School and R.E.A.L Alternative Provision School policies, procedures and practices | X |  |
| Willing to undergo an enhanced DBS check | X |  |

***Where internal employees do not meet particular essential criteria but have proven outstanding performance the organisation reserves the right to further progress their application***