

Person specification: Receptionist/Administrator

	Essential	Desirable			
Qualifications and training	3 GCSE passes or equivalent including English & Mathematics - Experience working on a reception or customer care	- Customer Service qualification - First Aid - Knowledge and understanding of procedures and policies around confidentiality, data protection and sharing of information			
AET Trust values	The successful candidate will be able to meet the attributes of the Trusts Values: <table border="0"> <tr> <td> Aspiration - Inclusive and respectful to all our colleagues - Keen to keep developing and receptive to change - Reflective and learn from mistakes - Solution focused </td><td> Believe - Passionate and have a positive outlook - Confident to share their opinions and ideas and value those of others </td><td> Community - Considerate of all - Welcoming - Adaptable - Understanding of the needs of the wider community - Look after our own and each other's well being </td></tr> </table>		Aspiration - Inclusive and respectful to all our colleagues - Keen to keep developing and receptive to change - Reflective and learn from mistakes - Solution focused	Believe - Passionate and have a positive outlook - Confident to share their opinions and ideas and value those of others	Community - Considerate of all - Welcoming - Adaptable - Understanding of the needs of the wider community - Look after our own and each other's well being
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All candidates must be;

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people.

	Essential	Desirable
Knowledge, Experience, Skills and Competency	The successful candidate will: • Value people equally, supporting an inclusive ethos. • Be an excellent team player • Enjoy working with people • Have good working knowledge of Microsoft Office • Have excellent organisational skills • Have an awareness of school issues • Be customer focussed • Be flexible, adaptable and reliable • Have a sense of humour • Be emotionally resilient	The successful candidate will have the ability to • become an effective member of staff. • to work effectively with colleagues and other practitioners. • to operate ICT resources safely and effectively as a learning resource. • to work effectively under pressure • Use the telephone • Work to deadlines