

Personnel Specification

Job Title Receptionist/Administrator		Grade : Grade 3	
Responsible to Principal Trust Office Manager Office Manager		Responsible for	
Working hours 37 hours per week thorough the year		Special Conditions	

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable	N/A	How identified
1. Physical	To be punctual Good attendance record Good written and verbal communication skills Smart appearance			Job and medical history from application form and references. Performance in interview process.
2. Qualifications	5 GCSEs (Grades A-C) including English and Mathematics Evidence of study post 16			Formal possession of an appropriate qualification to be verified at interview or from records.
3. Experience	Experience in the use of word and excel. Experience of working in an office/administration environment. Experience of dealing with customers requiring an excellent telephone manner.	Experience of working in school administration.		Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.

	Essential	Desirable	N/A	How identified
4. Training	Prepared to undertake training in order to develop in the role.			Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.
5. Special Knowledge	Understanding of data protection issues. .			Qualifications held and demonstration of knowledge at interview.
6. Circumstances (personal)	Attendance at occasional evening meetings/events.			Ensuring candidates are aware of these requirements from the job description. Interview questions and application form details.
7. Disposition How far does the job require:-	<p>Able to work on own initiative and as part of a team.</p> <p>Ability to prioritise and meet deadlines.</p> <p>Helpful and diplomatic in their interaction with staff and clients.</p> <p>Confident in dealing with a wide variety of people.</p> <p>Able to use discretion.</p>			Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.

<p>8. Practical and Intellectual Skills</p>	<p>Able to understand and interpret information from a variety of sources.</p> <p>Able to organise own workload.</p> <p>ICT literate.</p> <p>Able to cope with routine work with high levels of attention to detail.</p> <p>Able to communicate at all levels.</p>			<p>Performance in related selection process.</p>
<p>9a. Legal Requirements</p>	<p>Satisfactory Enhanced DBS Check.</p>			<p>Application form and interview questioning and reference.</p>