



The Warriner Multi Academy Trust



Person Specification

PERSON SPECIFICATION

RECEPTIONIST/ADMINISTRATOR Part Time/Term Time Only

Personal requirements	E = Essential D = Desirable S = Will be used to shortlist candidates
Experience and qualifications: <ul style="list-style-type: none"> • Experience of working in a busy environment • Experience of managing a busy call centre • Experience of administration and IT • Ability to use Microsoft Word and Excel • Ability to prioritise workloads • Good organisational skills 	D E E E D E
Knowledge: <ul style="list-style-type: none"> • Knowledge of Go4Schools • Knowledge of schools and issues relating to education • Knowledge of Health & Safety guidance – Fire evacuation • Knowledge of Safeguarding and Child Protection • An interest in education 	D, S D D E D



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Personal requirements	E = Essential D = Desirable S = Will be used to shortlist candidates
Skills: <ul style="list-style-type: none"> • An unflappable disposition and the ability to work under pressure • Ability to work accurately and maintain systems • Ability to prioritise workload in order to meet deadlines • IT applications, Microsoft Word and Excel • Organisational and communication skills 	E E E E E
Personal Qualities: <ul style="list-style-type: none"> • A confident, friendly and helpful manner • An awareness of and commitment to meeting the needs of staff, students, parents and visitors • Ability to deal sympathetically with both students and adults • Ability to use discretion and have an understanding of the importance of confidentiality • Good communication skills both verbal and written • Ability to work as part of a team as well as independently acting on own initiative • Ability to work under pressure and remain calm in different situations • Provide a flexible and adaptable approach to workload and a readiness to learn new skills • A good sense of humour 	E E E E E E E