



**Person specification**  
**Receptionist – Exams and Data Administrator**

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English)</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ level 2/3 in Administration</li> <li>• First Aid qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a busy office environment</li> </ul>	<ul style="list-style-type: none"> <li>• Working within education</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Good knowledge of and confident using Word and Excel</li> <li>• Communicate clearly, accurately and helpfully with staff, children, parents, visitors and handle all phone enquiries in the same way</li> <li>• Recognise the confidentiality of some kinds of information</li> <li>• Work effectively and efficiently under pressure</li> <li>• Good oral and written communication skills</li> <li>• Problem-solver with a 'can-do' approach</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of MS office programs with an aptitude for new IT applications</li> <li>• Experience of Google Suite</li> <li>• A knowledge of Arbor MIS</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Adaptable</li> <li>• Purposeful and resourceful</li> <li>• Excellent communication skills</li> <li>• Flexible &amp; team player</li> <li>• Ability to keep calm and focussed in pressurised situations</li> <li>• Enthusiastic</li> </ul>	