



## PERSON SPECIFICATION

**Job title:** Receptionist – Administrative Assistant

<b>Qualifications &amp; Skills</b>	
<b>Evidence</b>	<b>Essential/ Desirable</b>
Good numeracy/literacy skills	Essential
GCSEs in Maths and English	Essential
A good level of computer skills. Familiarity with Microsoft applications, including: word, excel, outlook and have internet skills	Essential
Excellent interpersonal and communication skills, in person, telephone and written	Essential
Ability to work independently and as part of a team	Essential
Excellent customer service skills, with the ability to use discretion, patience, tact and respect for confidentiality	Essential

<b>Experience</b>	
<b>Evidence</b>	<b>Essential/ Desirable</b>
Of working in a busy environment	Essential
Experience of working in a school	Desirable
Of multitasking and working flexibly	Essential
Of team working	Essential
Demonstrable experience of working with systems and procedures	Essential

<b>Personal Qualities &amp; Abilities</b>	
<b>Evidence</b>	<b>Essential/ Desirable</b>
A love of working with people and children	Essential
Willingness to develop self and skills	Essential
Ability to use initiative and be self-motivating	Essential
Ability to relate well to children and young people with a range of special needs	Essential
Committed to safeguarding children and promoting their welfare as appropriate to role	Essential

This job profile is provided for guidance only. It will be reviewed, updated and amended in accordance with the changing needs of Talbot House Trust and the specific requirements of the role.

Talbot House Trust is committed to safeguarding and promoting the welfare of its pupils and the successful applicant will be subject to an enhanced DBS Disclosure. This role is advertised under our Safer Recruitment Policy available on our website.