

PERSON SPECIFICATION
Reception and Admissions Assistant

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining their reasons for applying for the post and addressing the responsibilities identified in the Job Description.

ESSENTIAL

The successful candidate will:

Experience and Skills

- Have a successful track record of working on own initiative as well as part of a team
- Have good IT skills
- Be numerate and good administrative skills
- Have good interpersonal and communication skills
- Have the ability to prioritise and to work under pressure

Professional qualities

- Be well organised and self-motivated
- Be hard working
- Have a flexible “hands-on” attitude to work
- Have a professional, positive and ‘can do’ approach
- Be friendly, helpful approach to both staff and students

DESIRABLE

The successful candidate may:

- Have an affinity with 16-19 year olds
- Have previous experience of working in a school or college in a similar or related role