

**PERSON SPECIFICATION**

**Reception Co-Ordinator**

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:

**Education and Qualifications**

* GCSEs or equivalent, including Maths and English; A-Levels or equivalent qualifications will be considered an asset.

**Experience and Skills**

* Have a successful track record of working on own initiative as well as part of a team
* Proven experience in a reception or front-office, ideally within an educational setting.
* Experience in handling and directing correspondence, maintaining filing and customer service.
* Have good IT skills, particularly with Microsoft 365 (Word, Outlook, Teams and One drive).
* Be numerate and have 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.
* Ability to develop and sustain positive working relationships with colleagues and external stakeholders.
* Willingness and flexibility to adapt to changes and undertake varied tasks.
* Be friendly and have a helpful approach to both staff and students.

**DESIRABLE**

The successful candidate may:

* Have an affinity with 16–19-year-olds.
* First Aid and/or Mental Health for First Aid trained.
* Experience in managing or supervising other administrative staff.
* Have previous experience of working in a school or college in a similar or related role.