



**King's Academy Binfield and King's Academy Oakwood  
Person Specification  
Receptionist / Admin Assistant**

<b>POST: RECEPTIONIST /ADMIN ASSISTANT</b>			
<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
<b><u>KNOWLEDGE</u></b>			
A broad understanding of basic business administration and practical experience of clerical processes	To effectively undertake a range of basic clerical support duties	Now – training given in specific academy systems and processes	5
English and Maths to GCSE Grade C or equivalent	To demonstrate a good level of numeracy and literacy	Desirable	3
Previous experience of reception duties (not necessarily within an academy)	To receive visitors and answer the telephone in a helpful, efficient manner	Essential	5
First Aid qualification	To administer basic First Aid to pupils as required	Desirable but training provided	3
<b><u>MENTAL SKILLS</u></b>			
Ability to analyse and interpret simple data	To run reports and supply information to managers as required	With training	3



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<p><b><u>INTERPERSONAL &amp; COMMUNICATION SKILLS</u></b></p> <p>Ability to communicate effectively to a range of audiences, through good written and oral communication skills</p> <p>Ability to work well as a member of a team</p>	<p>To receive visitors, answer the telephone and to liaise with colleagues, pupils and 'partners' of the academy (Parents, Governors, Visitors etc)</p> <p>To support colleagues and maintain effective working relationships</p>	<p>Now</p> <p>Now</p>	<p>5</p> <p>5</p>
<p><b><u>PHYSICAL SKILLS</u></b></p> <p>Accurate word processing/typing ability. Experience of using spreadsheets/Google Forms desirable but not essential.</p>	<p>To produce documentation and correspondence and to operate a variety of computer systems</p>	<p>Now – training given in specific academy systems and processes</p>	<p>4</p>
<p><b><u>INITIATIVE &amp; INDEPENDENCE</u></b></p> <p>To work on own initiative &amp; organise own workload</p>	<p>In the absence of other colleagues, to work alone in the academy office for short periods of time</p>		<p>4</p>
<p><b><u>PHYSICAL DEMANDS</u></b></p> <p>N/A</p>			



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<b><u>MENTAL DEMANDS</u></b>			
Ability to concentrate for periods of time	To input data and maintain records	Now	4
Ability to deal with interruptions in the course of the working day	To deal with enquiries from colleagues, students, parents and visitors	Now	4
<b><u>EMOTIONAL DEMANDS</u></b>			
Occasional			
<b><u>RESPONSIBILITY FOR PEOPLE</u></b>			
Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the academy;  To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information	Awareness of the sensitivity of these issues now. Training in academy procedures given	4
Experience in working with/caring for children of a relevant age	To provide welfare support to the children	Experience desirable but not essential. Empathy with children essential now	4



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<p><b><u>SUPERVISION MANAGEMENT</u></b></p> <p>N/A</p>			
<p><b><u>FINANCIAL RESPONSIBILITY</u></b></p> <p>Experience of financial spreadsheets</p>	<p>To ensure that any payments and financial transactions are processed, recorded and reconciled accurately and that agreed systems and procedures are adhered to.</p>	<p>Now – with training in school systems</p>	<p align="center">3</p>
<p><b><u>MANAGEMENT OF PHYSICAL RESOURCES</u></b></p> <p>Ability/experience in using school computer systems (e.g. Arbor, School Comms)</p>	<p>To input details, analyse and interpret data, run reports and make returns as required;</p>	<p>IT/data skills now. Specific training will be given in school systems if required</p>	<p align="center">4</p>

**Safeguarding**

- 2 satisfactory written references including from current/most recent employer
- A satisfactory enhanced DBS check
- Social media checks will be carried out