



SANDHURST SCHOOL

PERSON SPECIFICATION

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| Job Title: School Reception & Admin Assistant | Department: Support Staff |
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| KEY CRITERIA | E/D | REQUIREMENT |
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| Qualifications and Training | E E D | <ul style="list-style-type: none">GCSE Maths and English at a grade 4 or C or above.Willing to partake in further staff development and training and take responsibility for own professional development and beQualifications above GCSE- A level, degree or other higher-level qualification. |
| Competence Summary (Knowledge, abilities, skills, experience) | E E E E E E D D | <ul style="list-style-type: none">Strong communication skillsStrong organisational skillsAbility to maintain a professional manner in challenging situationsAdaptable and flexible in approach to the workAbility to multi-taskAbility to relate well to children and to adultsGood use of standard IT packages and ability to learn other packages as required.Experience of working in a school or other educational settingExperience of using SIMS |
| Work-related Personal Requirements | | <ul style="list-style-type: none">Confident and resilientAble to remain calm and professional at all timesAble to work as part of a team |
| Other Work Requirements | | <ul style="list-style-type: none">The Trust and School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.Satisfactory Enhanced DBSThe post holder is responsible for ensuring that the school safeguarding and child protection policy is adhered to and concerns are raised in accordance with school policyTerm time only plus 10 days during non-term daysMust attend INSET at the start of the academic year |

E – essential
D - desirable