

Receptionist/ Clerical Assistant

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to a minimum GCSE Grade A to C or equivalent in English/Literacy and Maths/Numeracy</li> <li>• Keyboard and computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> </ul>
<b>Experience, skills and knowledge</b>	<ul style="list-style-type: none"> <li>• working knowledge of office environment and equipment</li> <li>• Numeracy and literacy skills sufficient to meet the needs of the job</li> <li>• Excellent telephone manner and organisational and administrative skills</li> <li>• Knowledge of general office practice and procedures</li> <li>• Ability to work on own initiative with minimum supervision</li> <li>• Ability to manage time effectively and to work to deadlines (often under pressure) and promote a willingness to be flexible</li> <li>• Work constructively as part of a team, understanding Academy roles and responsibilities and your own position within these</li> <li>• Ability to communicate verbally and in writing with a wide range of audiences</li> <li>• Ability to relate well to students and adults</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to the Academy's vision and ethos</li> <li>• Enhance and maintain good relationships with colleagues, parents/carers and friends of the Academy</li> <li>• Sense of humour</li> <li>• Tact and diplomacy</li> <li>• Flexibility</li> <li>• An enhanced CRB check will be required with this post</li> </ul>	