

Receptionist – National C of E Academy

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process.

All members of staff employed by MITRE must support and promote the Trust's aims:

1. Raising the aspiration of all within MITRE to achieve the very best for all members of its learning communities.
2. Working within MITRE and with the wider community to design and deliver an inclusive, innovative and stimulating curriculum for children.
3. Creating a culture and environment where safeguarding and wellbeing are paramount.
4. Developing and nurturing a collective approach to raising achievement through appropriate challenge and support and a commitment to early intervention.
5. Providing a teaching and learning environment and culture where all feel safe to take measured risks in order to learn and grow.
6. Equipping and developing all professionals engaged in delivering the curriculum with excellent knowledge and skills, through high quality leadership and management so that we grow highly effective staff at all levels to ensure there is strength across the Trust.
7. Sharing our teaching and learning environments whilst enabling each school to develop its own culture, beliefs and ethos as appropriate within the overall MITRE framework.
8. Maximising opportunities to share outstanding resources that underpin the teaching and learning environments across MITRE.
9. Creating development plans (Trust and school) to support the strategic vision which is agreed, shared and consistently applied across MITRE.
10. Ensuring Church Schools are run in accordance with the principles and practices of the Church of England.

In addition to supporting and promoting the Trust's aims, members of the National Church of England Academy community also commit to support, uphold, promote and embody the academy's vision:

'Life in all its fullness' (John 10:10)

Enabling all members of the academy community to work together, care for each other and strive to realise their potential in their studies and all other aspects of life through the academy's ARCH values:

- ◆ Achievement
- ◆ Respect
- ◆ Charity
- ◆ Humility



Attributes & Requirements

	<i>Essential</i>	<i>Desirable</i>
Education & Training	<ul style="list-style-type: none"> 5 GCSEs inc. English and maths with a minimum Grade C or equivalent qualification (W,D) 	<ul style="list-style-type: none"> Willingness to undertake training relevant to the post (I)
Experience	<ul style="list-style-type: none"> Experience of working on a reception/switchboard and in a busy office environment or administration role (W) 	<ul style="list-style-type: none"> Experience of working in the educational sector (W)
Skills & Abilities	<ul style="list-style-type: none"> Experience of using the Microsoft suite of Word, Excel, Outlook and PowerPoint) (W) Excellent verbal and written communication skills (W,I) Experience of dealing with people of all ages on a professional level (W, I) Ability to prioritise tasks, manage time effectively and meet deadlines (I) Ability to cope effectively with the pressures of a demanding reception role (I) Ability to maintain confidentiality in all aspects of work. (W,I) An understanding of safeguarding and how it relates to the post of Receptionist (I) 	
Personal Qualities	<ul style="list-style-type: none"> Excellent proven interpersonal and communication skills to work effectively with and students, parents/carers, governors and outside agencies (W, I) Demonstration of tact and sensitivity necessary to work with students, parents/carers, governors and outside agencies (I) Proven ability to work on own initiative (I) 	



	<ul style="list-style-type: none"> • Calmness in responding to emergencies and the unexpected (I) • Cooperative, friendly and helpful (I) • A positive “can do” attitude (I) • Willingness to be flexible (I) • Committed to continuous professional training and development (W) • Supportive of the academy ethos (W,I) 	
Other Conditions	<ul style="list-style-type: none"> • Able to fulfil all aspects of the Job Description (I) • Conduct yourself in a professional manner and abide by our code and conduct (I) • Must satisfy relevant pre-employment checks (D) • This post will involve contact with vulnerable groups (Children, young people, and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 And subject to an Enhanced DBS check (D) 	
Equal Opportunities & Safeguarding	<ul style="list-style-type: none"> • Commitment to equal opportunities (I) • Commitment to safeguarding students with full adherence to; Child Protection, Safeguarding and staff code and conduct policies (I) • Must be able to recognise discrimination and its many forms, and be willing to put equality policies into practice (I) 	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are ‘Essential’ and marked as evidenced by your written application (W) – if your written application does not state how you meet the essential criteria, you will not be shortlisted.