



Northumberland Church of England Academy Trust

Post Title: Administration Assistant/Receptionist		
Person Specification:	Essential	Desirable
Experience: <ul style="list-style-type: none"> • General experience of clerical and administration work • Experience of working in a school or educational establishment 	✓	✓
Skills & Competencies: <ul style="list-style-type: none"> • Keyboard/computer skills • Ability to use equipment commonly found in an office environment e.g. Photocopier • Appropriate knowledge of first aid • Ability to relate well to children and adults 	✓ ✓ ✓ ✓	
Knowledge & Qualifications <ul style="list-style-type: none"> • NVQ 2 Qualification or experience in a relevant discipline e.g. Business and Administration • 5 A* – C Grades including Maths & English 	✓	✓
Physical, mental and emotional demands: <ul style="list-style-type: none"> • Commitment to helping provide a high quality service to children and families 	✓	
Other: <ul style="list-style-type: none"> • Willingness to participate in training and development 	✓	