**Business Support Officer – Reception**

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| **Person Specification** | | | | |
| **Post title:** Business Support Officer/ Main Reception | | **Grade:** 4 | | |
| **Establishment or team:** | | | | |
| **Requirements**  **(based on the job description)** | **Essential**  **(E) or**  **desirable**  **(D)** | | | **To be identified by: application form (AF),**  **interview (I), Reference (R), test (T), or**  **other (give details)** |
| **Qualifications**  5 GCSEs including Maths and English Grade C or above Commitment to ongoing professional development | E  E | | | AF  AF |
| **Experience**  Experience of working in an administration role in a busy and fast-paced environment  Experience of working / providing support in a Receptionist capacity  Experience of working in line with policies / regulations / legislation | E  D  D | | | AF/I  AF/I  AF/I |
| **Knowledge, skills and abilities**  Ability to deal with sensitive matters with a caring manner  Ability to manage a varied workload as well as delivering to timescale  Strong ICT skills; experience of Microsoft Office  Excellent verbal and written communication skills  Excellent planning and organisation skills  Ability to maintain strict confidentiality and discretion at all times | E  E  E  E  E  E | | | AF/I  AF/I/T  AF/I  AF/I  AF/I  AF/I |
| **Personal Qualities**  Emotional resilience  Committed to the development and ethos of the School/Trust  Ability to self-evaluate and reflect  Ability to build and maintain effective working relationships with a wide variety of people  Ability to work under pressure and to strict deadlines  Reliable, flexible and approachable  Committed to own professional development | E  E  E  E  E  E  E | | | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Other**  Commitment to safeguarding and protecting the welfare of children and young people  Commitment to equality and diversity  Commitment to health and safety | E  E  E | | | I  I  I |
| **Note: We will always consider your references before confirming a job offer in writing.** | | | | |
| **Prepared by: RCAT HR Department** | | | **Date: Sept 2023** | |