**Business Support Officer – Reception**

|  |
| --- |
| **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 | EE | AFAF |
| **Experience**Experience of working in an administration role in a busy and fast-paced environmentExperience of working / providing support in a Receptionist capacity Experience of working in line with policies / regulations / legislation  | EDD | AF/IAF/IAF/I |
| **Knowledge, skills and abilities**Ability to deal with sensitive matters with a caring mannerAbility to manage a varied workload as well as delivering to timescaleStrong ICT skills; experience of Microsoft Office Excellent verbal and written communication skillsExcellent planning and organisation skillsAbility to maintain strict confidentiality and discretion at all times | EEEEEE | AF/IAF/I/TAF/IAF/IAF/IAF/I |
| **Personal Qualities**Emotional resilienceCommitted to the development and ethos of the School/TrustAbility to self-evaluate and reflectAbility to build and maintain effective working relationships with a wide variety of peopleAbility to work under pressure and to strict deadlinesReliable, flexible and approachableCommitted to own professional development | EEEEEEE | AF/IAF/IAF/IAF/IAF/IAF/IAF/I |
| **Other**Commitment to safeguarding and protecting the welfare of children and young peopleCommitment to equality and diversityCommitment to health and safety | EEE | III |
| **Note: We will always consider your references before confirming a job offer in writing.** |
| **Prepared by: RCAT HR Department**  | **Date: Sept 2023** |