

PERSON SPECIFICATION – RECEPTIONIST

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in our supporting statement / application form how you meet the following criteria.

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Good GCSE passes in both Maths and English • Excellent communication skills both verbal and written. 	
Experience	<ul style="list-style-type: none"> • Experience of working successfully both independently and cooperatively as part of a team. 	<ul style="list-style-type: none"> • Worked in a school environment. • Have previous office experience.
Professional Values	<ul style="list-style-type: none"> • Be sympathetic to the school's ethos and aims, and meet the expectations of the Governing Body. • Establish and maintain positive professional relationships with all colleagues, parents, pupils and other associates. • Respect and maintain confidentiality of all school records and matters. • Be able to adopt a flexible approach to working. • Have a 'Can Do' attitude. 	
Knowledge and Understanding	<ul style="list-style-type: none"> • Understand the Statutory Requirements concerning Child Protection and Safeguarding. • Be confident in their use of ICT, including Word and Email. 	
Skills	<ul style="list-style-type: none"> • Promote the school's Aims with positivity. • Establish and maintain appropriate, positive working relationships with all members of our school community. • Promote a positive, 'can do' working environment. • Be able to prioritise workloads, and be able to work under pressure, successfully meeting deadlines. • Have excellent time management and organisational skills. • Produce accurate work. • Be able to use initiative. 	
Personal Characteristics	<ul style="list-style-type: none"> • Knowledgeable and highly competent. • Punctual and Flexible. • Approachable and empathetic. • Creative and enthusiastic. • Organised and resourceful. • Committed. • Of smart appearance. • Have a sense of humour! 	
Special Requirements	<ul style="list-style-type: none"> • Undergo an enhanced Disclosure and Barring Service (DBS) check. • Undergo other pre-employment checks. 	