

GOSFORD HILL SCHOOL

PERSON SPECIFICATION



Post Title:	Receptionist
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Criteria	Essential	Desirable	Assessment Method
Qualifications & training	• 5 or more A*-C at GCSE or equivalent including English and Maths	• A Levels • Safeguarding training • First Aid training	(A)pplication (A) (A)
Relevant experience	• working within a secondary school environment		A
Skills	• good interpersonal skills • excellent written and oral communication skills • excellent numeracy skills • excellent ICT skills, particularly in Word, Excel, and email • be flexible as a team player • the ability to deal with people at all levels • good time management	• knowledge of Bromcom and CPOMS in a school context	(I)nterview, (R)eferences R R R (I)nterview R R
Personal qualities	• self motivated • perspective and a sense of humour • well organised • ability to prioritise, work under pressure and meet deadlines • be able to use initiative • punctual • approachable & empathetic • committed • confidentiality		I I R I, R R R, I R I R, I
Professional values	• be sympathetic to the school's vision and ethos • able to establish and maintain good professional relationships with colleagues, students and parents • positive about working at our school • ability to embrace change • commitment to own professional development		I I A I I

Knowledge & understanding	● understand the statutory requirements of legislation concerning safeguarding, including child protection, equal opportunities, health & safety and inclusion		
Other requirements	● willing to undergo a DBS check ● willing to undergo a pre-employment health check		

All applicants to Gosford Hill School will be expected to fully undertake our safeguarding arrangements and be prepared to comply with all relevant checks to ensure our young people are safe.