



PERSON SPECIFICATION

Job Title: Receptionist

Grade: Grade 2

Method of Assessment (M.O.A).

AF = Application Form; I = Interview T = Test or Exercise; P = Presentation

Criteria/Experience	Essential	Desirable	M.O.A.
Relevant work and other experience	<p>Previous experience of receptionist or customer service duties.</p> <p>A working knowledge of Microsoft Office, particularly Word, Excel and Outlook.</p>	<p>Experience of working in a school/academic environment.</p> <p>Experience of Inventory signing in system for visitors or similar.</p>	AF/I
Skills and Abilities	<p>Able to work as part of a team and on own initiative.</p> <p>Multitasker.</p> <p>Effective communication and interpersonal skills.</p> <p>Good organisational and administrative skills.</p> <p>An ability to respond to change within an environment.</p> <p>Good verbal and written communication</p> <p>Remain calm and professional under pressure.</p>	<p>Experience of working with SIMS</p>	AF/I

	<p>Approachable, positive and professional disposition.</p> <p>Ability to maintain a high quality, confidential service.</p> <p>Excellent attendance and punctuality record.</p>		
Training	<p>Commitment to undergo training/professional development.</p>		AF/I
Education/Qualifications	<p>Good standard of English and mathematics (GCSE grades A*-C or equivalent). You will be asked to provide original certificates.</p>		AF/I
Other	<p>Eligibility to work in the UK.</p> <p>To have regard for school policies and procedures including health & safety.</p>		AF/I

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE SCHOOL'S EQUAL OPPORTUNITIES POLICY AND ADHERE TO THE SAFEGUARDING OF CHILDREN PROCEDURES