

Receptionist and Faculty Support - Person Specification

Holmer Green Senior School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful applicants will be subject to enhanced DBS checks, qualifications and experience checks and satisfactory references.

Specification	Essential	Desirable
Qualifications	GCSE Grade C or above English and Maths. Evidence of continuous professional development	First Aid at Work Qualification (or willingness to train)
Knowledge, and Experience	Good ICT skills – Word, Excel, Publisher etc Awareness of the importance of confidentiality and data protection Use of telephone switchboard	Knowledge of SIMS Awareness of school environment and recent on-going developments in education. Knowledge of safeguarding regulations
Skills/Abilities	Excellent organisation skills Ability to communicate effectively Ability to prioritise work Ability to meet deadlines Ability to manage own very busy workload Very accurate attention to detail	
Personal Qualities	Commitment Drive and enthusiasm Calm, patient and an appreciation of a sense of humour Team player Flexible attitude Smart, professional appearance Good time-keeping	
Safeguarding	Commitment to the safeguarding and well-being of all students and the ability to follow all school policy and procedures	