

Person Specification – Receptionist (with Admin Duties)

		Essential/Desirable
	Qualifications and Experience	
1	Experience working with children, kind and flexible team player	D
2	Good written and verbal English	E
3	Initiative and strong organisational skills	E
4	Prepared to do day to day tasks and a proactive approach	E
5	Ability to work efficiently and constructively within a small team	E
6	Experience of working in a school environment would be helpful	D
7	Comfortable using IT systems, emails, management information systems	D
8	Willingness to undergo training as required	E
	Required Skills	
9	Operate relevant equipment/ ICT packages mainly Google Drive, Microsoft packages)	D
10	MIS System in schools	D