



## Receptionist Person Specification

| Requirement                                | Essential  | Desirable  |
|--|--|--|
| Qualification                              | <ul style="list-style-type: none"><li>English and Maths GCSE A* - C (or equivalent)</li></ul>  |  |
| Experience                                 | <ul style="list-style-type: none"><li>High level of competency in ICT (email, Word, Excel, Powerpoint, SIMs etc)</li><li>Proven experience in dealing with confidential work and clerking meetings</li></ul>   | <ul style="list-style-type: none"><li>Experience of working within a school office</li></ul>                                       |
| Leadership and Management                  | <ul style="list-style-type: none"><li>Ability to delegate, monitor and evaluate information</li><li>Ability to lead by example and inspire others to achieve positive results</li><li>A commitment to the protection and safeguarding of young people and an up to date knowledge of Child Protection procedures</li></ul>   | <ul style="list-style-type: none"><li>Evidence of good working relationships with parents and the wider school community</li></ul> |
| Knowledge and Skills/Teaching and Learning | <ul style="list-style-type: none"><li>Excellent interpersonal skills and the ability to work within a team environment</li><li>Proven organisational skills and the ability to prioritise in a busy office environment</li></ul>   | <ul style="list-style-type: none"><li>Innovative and creative approach to teaching and learning</li></ul>                          |
| Personal Qualities                         | <ul style="list-style-type: none"><li>Adaptable and flexible approach</li><li>Ability to demonstrate an understanding of the importance of care, sensitivity and confidentiality when dealing with pupils, staff, parents and governors</li><li>A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines</li><li>Ability to build, support, motivate and work as part of a high performing team</li></ul> |  |