



Chessington School

Student Welfare Officer and Receptionist

Person Specification

January 2026

| Qualifications and Experience | Essential or Desirable | Evidence Source |
|---|------------------------|-----------------|
| Competency in the use of Microsoft Word, Excel, G Suite and Email | Essential | A |
| First aid qualification | Desirable | A |
| Familiarity with SIMS or other MIS | Desirable | A |
| Experience in an office environment | Essential | A |
| Previous experience of working in reception | Desirable | A |

| Knowledge, Skills and Abilities | Essential or Desirable | Evidence Source |
|--|------------------------|-----------------|
| Excellent communication skills including verbal, written, face-to-face and by telephone | Essential | I |
| The ability to deal tactfully and confidently with telephone callers and visitors | Essential | I |
| Self-motivation with the ability to work with minimal supervision as well as to work effectively within a team, using initiative | Essential | A, I |
| Accuracy in recording details | Essential | A, I |
| The ability to prioritise tasks, work to deadlines and keep Line Manager appraised | Essential | A |
| The ability to undertake a wide range of clerical, administrative and general duties in an organised and efficient manner | Desirable | A |

| Personal Qualities | Essential or Desirable | Evidence Source |
|---|------------------------|-----------------|
| Committed to the support of young people | Essential | A |
| Committed to the School's Equal Opportunities Policy | Essential | A |
| Willing to undertake appropriate professional development | Essential | A |
| Reliable and have a good attendance pattern | Essential | A, R |
| Patient, diplomatic and have a sense of humour when dealing with staff, students, Governors, parents, visitors and members of the community | Essential | A, I |
| Flexible, cooperative and supportive team player | Essential | A |
| Enthusiastic and confidence when working with a wide range of people | Essential | A |
| Willing to learn | Essential | A |
| Willing to complete First Aid training | Essential | A, I |
| Prepared to occasionally work outside contractual hours for the post for which payment to time off in lieu will be given | Desirable | I |

* Method of Assessment: A = Application Form; I = Interview, R = Reference

The Governing Body are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS