



# 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*