

Receptionist / Clerk Person Specification

Name:	
Job Title:	Receptionist /Clerk
Salary point range:	SCP 3-4
Responsible to:	The Headteacher
Responsible for:	To act as first point of contact for pupils reporting to first aid room and to contribute to the effective running of the school office, including welcoming visitors and answering the telephone.
Effective Date:	11/5/2026

Essential	Desirable
-----------	-----------

Experience

Previous experience of working in a reception office		✓
Proficient in the use of ICT including Microsoft Office	✓	
Working within a customer service driven environment		✓

Qualifications and Training

GCSE English and Maths grade 4 (or equivalent)	✓	
First Aid Certificate		✓

Skills/Knowledge

Ability to relate well to young people and adults	✓	
Good Keyboard Skills	✓	
Knowledge of relevant policies, codes of practice/legislation		✓
Understanding school roles and responsibilities and your own position within these		✓
Ability to identify own training and development needs and cooperate with means to address these.		✓
A good sense of humour and a positive “can do” attitude	✓	

Signature:

Date:
