

TORQUAY GIRLS' GRAMMAR SCHOOL



Person Specification: Receptionist

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A record of good academic achievement • Be able to demonstrate a willingness to attend appropriate training and development 	<ul style="list-style-type: none"> • GCSE Maths and English Grade C or above • Evidence of continuing professional development
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Relevant receptionist/administrative/secretarial experience • Experience of establishing professional relationships with staff, students, parents and other professionals • Good administrative, organisational and computer skills 	<ul style="list-style-type: none"> • Experience of working in an education environment • Experience of using school systems (e.g. SIMS or similar) • Record keeping, information retrieval and dissemination of data/documentation • Knowledge of Data Protection legislation
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills with students and adults • Ability to work under pressure and prioritise tasks to meet deadlines • Ability to work independently and as part of a team • Be able to maintain confidentiality 	
Other	<ul style="list-style-type: none"> • An understanding of, and commitment to, Safeguarding/Child Protection 	