



## Person Specification Receptionist

<b>Job Title:</b>	Receptionist
<b>Responsible to:</b>	Heads PA - Line Manager
<b>Contracted Hours/Week:</b>	25
<b>Contracted Weeks/Year:</b>	39 (term time only)

<b>Main Job purpose:</b>	<p>To provide an efficient and effective receptionist facility to all visitors and callers to the school.</p> <p>To hold and maintain a relevant first aid qualification and carry out first aid duties on a daily basis.</p>
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Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	<ul style="list-style-type: none"> <li>Education to GCSE level, grade C or above in English and Maths or equivalent</li> </ul>	Essential	Documentary evidence Application Form
	<ul style="list-style-type: none"> <li>Experience in a 'front of house' environment</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Experience using SIMS</li> </ul>	Desirable	
	<ul style="list-style-type: none"> <li>First Aid at Work qualification or the willingness to undertake and achieve this</li> </ul>	Essential	
Skills, Knowledge and Understanding	<ul style="list-style-type: none"> <li>Excellent working knowledge of Microsoft Office: Word, Excel and Outlook, working knowledge of SIMS</li> </ul>	Essential	Application Form References Interview
	<ul style="list-style-type: none"> <li>Good level of oral, listening and written communication skills.</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>High level of organisational skills</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>The ability to cope well under pressure and be efficient at multitasking and meet deadlines</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Integrity and the ability to handle confidential information securely and with discretion</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Good time management and prioritisation skills</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>The ability to follow instructions</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>The ability to work well both as part of a team and individually</li> </ul>	Essential	

Category	Criteria	Essential or Desirable	Method of Assessment
Personal and Professional Qualities	<ul style="list-style-type: none"> <li>Confidence to work alone and use own initiative.</li> </ul>	Essential	Application Form References Interview
	<ul style="list-style-type: none"> <li>A flexible approach</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Friendly and approachable</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>Ability to deal with queries in a professional manner</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>A willingness to learn new skills</li> </ul>	Essential	
Safeguarding	<ul style="list-style-type: none"> <li>Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided)</li> </ul>	Desirable	Reference Interview
	<ul style="list-style-type: none"> <li>Ability to maintain appropriate relationships and personal boundaries with students</li> </ul>	Essential	
Other	<ul style="list-style-type: none"> <li>Eligibility to work in the UK</li> </ul>	Essential	Application Form Interview
	<ul style="list-style-type: none"> <li>Appointment subject to enhanced DBS and validated references</li> </ul>	Essential	