

RECEPTIONIST

PERSON SPECIFICATION

Essential Qualities

Qualifications and Experience

- A minimum of English Language and Maths GCE 'O' level or GCSE (grade C or above)

Knowledge/Skills

- Proficiency in all aspects of Microsoft Office, particularly Word
- Proven experience dealing with confidential information and sensitive situations
- Ability to prioritise workload and show initiative in dealing with day-to-day situations
- Problem solving skills including the ability to apply diplomacy and tact when appropriate
- The ability to remain calm and composed under pressure
- Excellent interpersonal skills with the ability to communicate effectively with pupils, parents, staff and the wider School community

Personal Qualities

- Patient with a good sense of humour
- Willingness to learn new skills and undertake training as required
- Adaptable, flexible, and able to work with minimum supervision
- Reliable team player who is willing to make a full contribution to the department
- Smart personal appearance
- Understands and is willing to uphold the values of John Hampden Grammar School

Desirable Qualities

Qualifications and Experience

- Experience of working in schools or with young people

Knowledge/Skills

- Previous experience of SIMS software or similar database systems

Working with children and young people

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children.

Due to the nature of this role, any offers of employment will be dependant upon the successful completion of DBS checks.

July 2018