

Receptionist and Communications Lead

Salfords Primary School - Person Specification

Position: Receptionist	Essential	Desirable
Professional and Experience		
Experience of working in an educational environment		✓
Experience of working in reception / front of house environment		✓
Experience in PR and website management		✓
Knowledge and Skills		
Welcoming, approachable and professional image	✓	
Courteous, calm and efficient telephone manner	✓	
Enthusiasm and confidence at working with a wide range of people	✓	
Flexible, cooperative and supportive team player	✓	
Ability to deal with general administration in a neat and organised manner	✓	
ICT skills – Competent in using Microsoft Excel & Word	✓	
Has excellent literacy skills and can proof read	✓	
GCSE or equivalent Maths and English	✓	
Personal Attributes		
Pleasant and welcoming manner	✓	
Excellent time keeping and pattern of attendance	✓	
Personal integrity and loyalty, remaining professional at all times	✓	
Safeguarding		
We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will meet the person specification and will be required to apply for a DBS disclosure.		
Wellbeing		
We are passionate about creating a culture of wellbeing where all staff and students are valued and supported so that we can all 'grow, learn and flourish'.		
Diversity		
We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.		
Flexibility		
We are open to applications from educators seeking flexible roles including part-time, job share and co-leadership responsibilities.		