

THE CHERWELL SCHOOL
Opportunity, Responsibility, Excellence

Receptionist

Person Specification

Qualifications/ Training and Experience	<ul style="list-style-type: none">• General clerical/administrative• Working in an office environment• Working in a school (desirable)• Good standard of literacy, numeracy and ICT skills• Qualification/Training in Admin or similar
Knowledge/Skills	<ul style="list-style-type: none">• Appropriate knowledge of first aid (or willingness to train)• Good understanding and ability to use relevant technology (e.g. photocopier, franking machine)• Ability to relate well to both children and adults• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these• Ability to multi-task and juggle priorities• Good organisational skills• Good keyboard skills
Personal Qualities	<ul style="list-style-type: none">• Personable Nature (Polite and Friendly)• Team Player• Reliable• Calm under pressure/when working to deadlines• Willing to participate in development and training opportunities

November 2019