



Hatton School & Special Needs Centre

Roding Lane South, Woodford Green, Essex, IG8 8EU

Tel: 020 8551 4131, e-mail: admin@hattonspecialschool.co.uk, website: www.hattonspecialschool.co.uk

Headteacher: Mrs Adrienne Wright

‘PROUD of the Hatton Way; LEARNING, GROWING, ACHIEVING TOGETHER’

PERSON SPECIFICATION

Post Title : RECEPTIONIST			
Qualifications & Training	Essential		Desirable
<ul style="list-style-type: none"> GCSE or equivalent in Maths and English Evidenced computer training / qualification Willingness to undertake relevant training 	✓ ✓ ✓		
Experience			
<ul style="list-style-type: none"> Experience of working under pressure in a busy office environment Experience of dealing face to face with people Experience of a range of clerical duties Experience of using a range of IT programmes including data input Experience of working in a school office Experience of handling/reconciling money 	✓ ✓ ✓ ✓ ✓		✓
Knowledge and Skills			
<ul style="list-style-type: none"> Excellent IT and keyboard skills including Word and Excel Excellent verbal and written literacy skills Knowledge of Integris G2 Ability to work in an organized and methodical manner Ability to manage workload, prioritise to meet deadlines Knowledge of operating a range of office equipment Good numeracy skills 	✓ ✓ ✓ ✓ ✓ ✓		✓ ✓
Personal Qualities			
<ul style="list-style-type: none"> Ability to work in a calm and unflustered manner under pressure A good communicator who displays a professional and welcoming approach Understands and demonstrates Confidentiality Willingness to work flexibly across the team and to use own initiative 	✓ ✓ ✓ ✓		
Other Criteria			
<ul style="list-style-type: none"> Commitment to Equality and Diversity Commitment to Health and Safety Enhanced CRB check 	✓ ✓ ✓		

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