



**PERSON SPECIFICATION
RECEPTIONIST**

CATEGORY	Essential	Desirable
QUALIFICATIONS GCSE English and Maths (or equivalent) ECDL	*	*
EXPERIENCE IT Skills in Microsoft Office, Excel, Word Previous experience of working with young people Previous experience of working in a school Experience of working with SIMS/Integris	*	* * *
SKILLS Good interpersonal and communication skills Good telephone manner Ability to take minutes Ability to organise and prioritise Ability to maintain resilience, understanding and positive thinking Ability to use initiative	* * * * * *	
QUALITIES Sense of humour Ability to be an active and full member of a team Commitment to staff development	* * *	
APTITUDE Empathy for young people	*	

Ambitions Academies Trust Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974

Outstanding Achievement for All