

**SCHOOL RECEPTIONIST  
PERSON SPECIFICATION**

Essential	Desirable	Assessment Criteria
<b>Qualifications &amp; Competencies</b>		
Working knowledge of Microsoft Office (in particular Word and Excel)	Use of SIMS desirable but training can be given	Application form, interview
Working knowledge of Google Apps and/or Gmail		Application form, interview
Experience of office administration/ Reception duties	Experience of working in a school or educational setting	Application form, interview
Educated to GCSE level or equivalent in English & Maths		Application form, interview
First Aid Trained (training given if none at present)		
<b>Skills and Attributes</b>		
<p>Alignment with HVS Values:</p> <p>C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect</p> <p>I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work</p> <p>R – Resilience: Not giving up when times are tough, demonstrating endurance</p> <p>C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents</p> <p>L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively</p> <p>E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning</p>		Application form, interview & reference

Excellent interpersonal skills with strong levels of numeracy, written and oral communication		Application form, interview
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form & interview
Ability to work in a team or individually as required		Application form & interview
Strong attention to detail where only the best is good enough		Application form, interview
Able to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Ability to relate well to children and adults		Application form & interview
High level of confidentiality required		Application form & interview & reference
Patient, flexible and adaptable, meticulous and conscientious		Application form & interview & reference
Ability to adhere to working procedures and policies within the school environment		Application form & interview & reference
Commitment to the ethos of the School		Application form & interview
<b>Safeguarding</b>		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		DBS Process