

Person Specification

Academy : Leeds City Academy
Job Title: Student Receptionist

E = Essential D = Desirable
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Measured by: A. Application B. Test / Exercise C. Interview D. References
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Education and Qualifications		
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E	GCSE level of education C or equivalent (to include English and maths)	A
D	A good level of appropriate ICT skills	A
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Relevant Experience		
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E	Recent experience of working on reception, acting as the first point of contact and providing a professional, calm and friendly service	A C D
D	Relevant experience in a school environment	A C D
E	Experience of telephone switchboard systems and how to use them effectively to provide a high level of service to callers	A
E	Experience of using signing in and out systems and procedures including following safeguarding protocols	A
E	Experience of providing routine clerical support e.g. reprographics, filing, scanning, emailing, completing routine forms, word processing tasks and other IT based tasks	A
D	Experience of booking systems such as for room bookings	A C
E	Experience of administering first aid and willingness to undertake first aid training	A C

Knowledge and Skills		
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E	Knowledge of using IT management systems to record and extract information	A C
E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A C
E	Knowledge and understanding of behaviour systems and their application in an educational setting	A C
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A C
E	Ability to relate well to children and adults	A C D

E	Strong written and spoken communication skills	A C
E	Excellent organisational skills	A C
E	Strong interpersonal skills and the ability to work effectively as part of a team	A C D
E	Ability to form and maintain appropriate relationships and personal boundaries with students	A C D

Additional		
E	Respectful to all students with total belief in their entitlement to a high quality education whatever their circumstance and ability	A C
E	Possess personal integrity, warmth and a willingness to grow and learn	A C
D	Able to attend meetings outside of normal school hours	A C
E	Enhanced DBS check	A C