



DRAYTON MANOR HIGH SCHOOL

PERSON SPECIFICATION

POST TITLE SCHOOL RECEPTIONIST

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

| | Essential | Desirable |
|---------------------|---|---|
| Qualifications | <ul style="list-style-type: none"> • Sound general education • GCSE grade C or equivalent in Mathematics and English | |
| Experience | <ul style="list-style-type: none"> • Relevant experience in administration/customer relations | <ul style="list-style-type: none"> • Previous experience in a school environment |
| Ability/Skills | <ul style="list-style-type: none"> • Excellent communications skills • Ability to show empathy and uphold the high professional standards of the school • Ability to use telephone switchboard • IT/computer literate including the use of MS Office applications, Word, Excel, Powerpoint etc. • Able to maintain confidentiality • Able to deal with a number of different situations in quick succession • Evidence of good organisational skills | <ul style="list-style-type: none"> • Knowledge of SIMS System • Willingness to learn new IT skills and undertake training where necessary |
| Equal Opportunities | <ul style="list-style-type: none"> • Awareness of and commitment to equal opportunities • Ability to promote and support the school's equal opportunities policy | |
| Safeguarding | <ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people | |
| Disposition | <ul style="list-style-type: none"> • Good team member • Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour • Good interpersonal skills; able to communicate with people at all levels | |