



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