****The Deanery Church of England High School and Sixth Form College**

**RECEPTIONIST – G4**

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATIONS** | **E** | **D** | **Source** |
| * A good level of education, i.e. 3 x GCSE’s to include English and Maths or equivalent level of qualification
 | ✓ |  | A/I |
| **EXPERIENCE** |  |  |  |
| * Experience in a similar role
 | ✓ |  |  |
| * Previous experience within a Local Authority/school/similar establishment
 |  | ✓ | A/R |
| **KNOWLEDGE/ABILITIES** |  |  |  |
| * ICT literate to NVQ Level 2, or equivalent through experience
 | ✓ |  | A/I/R |
| * Ability to communicate well with a diverse range of people in a professional manner
 | ✓ |  | A/I |
| * Ability to work under pressure and remain calm, whilst keeping an eye for detail
 | ✓ |  | A/I/T |
| * Understanding of school safeguarding procedures
 | ✓ |  | A/I |
| * Ability to multi-task, dealing with frequent interruptions
 |  |  |  |
| * Ability to respect and maintain confidentiality
 | ✓ |  | A/I |
| **SKILLS** |  |  |  |
| * Working knowledge of standard computer packages (Word, Excel, email and spreadsheets)
 | ✓ |  | A/I/T |
| * Working knowledge of SIMS
 |  | ✓ | A/I |
| * Efficient and effective organisation skills
 | ✓ |  | A/I |
| **OTHER QUALITIES** |  |  |  |
| * Ability to work without direct supervision
 | ✓ |  | A/I/R |
| * Ability to build good relationships
 | ✓ |  | A/I/R |
| * Flexible approach to meet needs of role
 | ✓ |  | A/I/R |
| * Reliable and punctual
 | ✓ |  | A/I/R |
| * Supportive of the school’s Christian ethos and Mission Statement
 | ✓ |  | A/I |
| **KEY** | A = ApplicationI = Interview ProcessR = ReferencesT = Test |