****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 = Application  I = Interview Process  R = References  T = Test | | | |