

## Person Specification: Senior School Receptionist



	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• High standard of literacy.</li> <li>• Numeracy competence (GCSE or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 5 GCSE passes grade A-C (or equivalent) including English and Mathematics</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant and transferable Administration and customer service experience.</li> <li>• Use of ICT for administration purposes: current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint</li> <li>• Experience of using effective administrative and clerical systems in a busy office</li> </ul>	<ul style="list-style-type: none"> <li>• Reception experience</li> <li>• Experience of working in a school or college environment</li> <li>• Admin skills such as mail merges</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Confident user of Microsoft Office suite</li> <li>• Ability to work as part of a team and to be flexible and adaptable to changing situations</li> <li>• Proven ability to manage your own time effectively when necessary, to prioritise and work to tight deadlines whilst retaining a professional composure</li> <li>• Excellent attention to detail and understanding of the importance of accuracy and high standards in all areas</li> <li>• Ability to communicate the School's values and a desire to promote an excellent image of the School</li> <li>• Ability to work in new and challenging situations</li> </ul>	<ul style="list-style-type: none"> <li>• Conversant with relevant educational issues and developments</li> <li>• User of iSAMS or another Management information system</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Awareness of confidentiality and ability to deal appropriately with sensitive or difficult situations</li> <li>• To display the highest levels of integrity and complete trustworthiness and discretion.</li> <li>• Be a problem solver, and to be able to reflect upon one's own practice</li> <li>• Willingness to support the life of the school including school events</li> <li>• A commitment to continuing professional development</li> <li>• Have an excellent punctuality and attendance record</li> <li>• Be of smart professional appearance</li> <li>• Flexible, versatile and self motivated</li> <li>• Able to work productively with a wide range of staff, parents and pupils</li> <li>• A commitment to safeguarding and promoting the welfare of children</li> <li>• Excellent sense of humour!</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to become involved in the co-curricular life of the School</li> </ul>
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