



ST JAMES

Senior Boys' School

PERSON SPECIFICATION: Part-Time Receptionist

- Basic knowledge of the work of a school
- Ability to work in an organised and methodical manner
- Ability to work effectively as part of a team
- Ability to work in a discreet and sensitive manner
- Warm, welcoming, friendly
- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. franking machine and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organisational skills
- Multitasking and time-management skills, with the ability to prioritise tasks
- Customer service attitude
- Degree; additional certification in Office Management is a plus