

## School Receptionist - Person Specification

	Essential	Desirable
<b>Qualifications</b>		
English GCSE, 'O' level or equivalent at grade C or above	✓	
Maths GCSE or 'O' level or equivalent at grade C or above	✓	
Qualifications at Level 3 (e.g. A level, NVQ etc) or above		✓
Health & Safety at Work certificate		✓
<b>Professional knowledge, skills and understanding</b>		
Good written and spoken English	✓	
Excellent telephone manner	✓	
Confident and efficient user of word processing packages	✓	
Confident and efficient user of spread sheets to organise, sort and analyse data	✓	
Confident user of email and outlook with a clear understanding of the appropriate use of email	✓	
Experience at interrogating a large database		✓
Knowledge of School Information Management Systems		✓
Enthusiastic about working with young people	✓	
Experience of working with young people		✓
A reflective practitioner with a commitment to learning and self-improvement	✓	
An awareness of current legal requirements regarding safeguarding		✓
Flexible, cooperative and self-motivated	✓	
Well organised, systematic and logical	✓	
Ability to work well under pressure	✓	
Enjoys challenge and change	✓	
Ability to work as part of a team	✓	

## School Receptionist - Person Specification

Able to react quickly and professionally to unexpected situations	✓	
Well presented, punctual and reliable	✓	
Familiar with current best practice for managing data		✓
Discreet when handling confidential information	✓	
Eye for detail	✓	
Sense of humour	✓	