



DERBY HIGH
SCHOOL

Person Specification Receptionist			
	ESSENTIAL	DESIRABLE	ASSESSED BY AF = Application Form I = Interview A = Assessment R = References
QUALIFICATIONS	<ul style="list-style-type: none">• Minimum 6 GCSEs including English and Maths (A*-C or equivalent)• Excellent literacy and numeracy skills	<ul style="list-style-type: none">• Graduate• First Aid qualification• Administration or IT qualification	AF
EXPERIENCE	<ul style="list-style-type: none">• At least 2 years' experience in a similar role• Experienced managing a busy switchboard• Previous front of house reception experience• Excellent verbal and written communication skills• Excellent organisational skills• Relevant and transferable administration and customer service experience• Ability to multi tasks and deal with conflicting demands• Experienced using Microsoft Word, Excel, Outlook and PowerPoint	<ul style="list-style-type: none">• Experience in a school environment	AF / I

KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Confident user of Microsoft Office • Ability to work as part of a team and to be flexible and adaptable to changing situations • Self-motivated and able to organise own workload and determine priorities • Good time management • Confident and professional telephone manner • Excellent attention to detail and understanding of the importance of accuracy and high standards 	Experience of iSams or similar MIS system	AF / I / A / R
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Personable, approachable and friendly with a flexible attitude • Ability to deal appropriately with confidential or sensitive information • Trustworthy and discrete • Committed to continuing professional development • Excellent punctuality and attendance record • Smart professional appearance • Committed to safeguarding and promoting the welfare of children 		I / A / R
OTHER	<ul style="list-style-type: none"> • Must satisfy relevant pre-employment checks. • This post will involve contact with vulnerable groups (children/young people) and is therefore exempt from the Rehabilitation of Offenders Act 1974 		I / R

	and will be subject to an Enhanced DBS check.		
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