

Coombe Girls' School

Person Specification for the post of Receptionist / Office Assistant

The following comprises the qualifications, personal qualities, skills and experience required to fulfil the duties of Receptionist / Office Assistant.

Personal Qualities and Skills

Essential

- Have a warm and approachable disposition
- To be well presented
- Excellent telephone manner
- Be at ease working in a busy environment
- Have good IT skills (Google Docs & Sheets)
- To be able to type quickly and accurately
- Be well organised and efficient
- Have good communication skills
- Able to maintain confidentiality towards pupils and staff
- To be literate

Desirable

- Be sympathetic with the aims and ethos of the school
- To be able to manage own time effectively
- Experience of Arbor
- Experience of working within a school