

Part of Waverley Education Foundation Trust

Receptionist – GR2

Start Date: ASAP

Person Specification

Education and Qualifications	Essential	Desirable	Application	Interview	Reference
A* - C in GCSE English and Maths or equivalent	√		√		√
Qualification in Word Processing or Typing skills		√	√		√

Experience	Essential	Desirable	Application	Interview	Reference
Experience in a general administration environment	√		√		√
Experience of reception work	√		√	√	√
Experience of working in a school environment		√	√	√	√
Typing experience	√		√	√	√
Experience of Microsoft Office	√		√	√	√
Experience of using SIMs	√		√	√	√

Skills and abilities	Essential	Desirable	Application	Interview	Reference
Able to communicate effectively and accurately both verbally and in writing	√		√	√	√
Able to communicate in a clear and concise manner both on the telephone and face to face	√		√	√	√
Ability to write clear, letters and reports	√		√	√	√
Ability to complete work to the required standards of accuracy and presentation	√		√	√	√
Able to follow set procedures	√		√	√	√
Understanding of safeguarding in schools	√		√	√	√
Establish good relationship with all stakeholders	√		√	√	√
Ability to work on own initiative with minimum supervision	√		√	√	√
Knowledge of standard office procedures including GDPR	√		√	√	√
Knowledge of standard office equipment	√		√	√	√
Professional Manner	√		√	√	√

Training	Essential	Desirable	Application	Interview	Reference
Willing to undertake job related training	√		√	√	
Willing to undertake First Aid training	√		√	√	

Physical requirements	Essential	Desirable	Application	Interview	Reference
Maintain high standards in their own attendance and punctuality	√				√
Professional appearance	√			√	√

Contra-indications	Essential	Desirable	Application	Interview	Reference
No criminal convictions involving offences against children and other related matters	√		√		√

NB references will be used to support the selection panel's final assessment.

Waverley Education Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.