



Person Specification

Receptionist

Qualifications & Experience	E	D
Experience of reception work/school office work	X	
Educated to NVQ Level 2 or equivalent	X	
First Aid Qualified (training will be given)		X
General understanding of the operation of a school		X
Good reading and writing skills	X	
Ability to count and undertake basic calculations	X	
Ability to use photocopier	X	
Ability to use work processor	X	
Ability to use email	X	
Knowledge of SIMS database		X
Communication		
Ability to complete basic forms	X	
Ability to exchange routine verbal information clearly with children and adults	X	
Ability to negotiate effectively to achieve best outcomes	X	
Ability to manage difficult or controversial exchanges	X	
Responsibilities		
Personal commitment to the school's ethos and values	X	
Excellent verbal and written interpersonal and communication skills	X	
Excellent organisational skills	X	
Ability to manage own time effectively	X	
Ability to follow instructions	X	
Working with Children		
Understand and implement the school's behaviour management policy	X	
Understand and support the differences in children and adults and respond appropriately	X	
Basic understanding of the way in which children develop	X	
Understand the importance of physical and emotional wellbeing	X	
Working with others		
Understand the role of others working in and with the school	X	
Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults	X	
Ability to work effectively with other adults in the school	X	
Ability to provide timely and accurate information	X	
Mandatory Requirements		
Commitment to safeguarding and promoting the welfare of children and vulnerable adults in school	X	
Commitment to equal opportunities	X	