|  |  |  |
| --- | --- | --- |
| **Job Title: Receptionist** | **Essential** | **Desirable** |
| **Education and Qualifications** |
| GCSE Maths and English or equivalent | √ |  |
| First Aid at Work Qualification (training will be given in post if not already held) |  | √ |
| **Experience** |
| Experience of working in School Administration |  | √ |
| Experience of working in a customer service environment |  | √ |
| **Knowledge and Skills** |
| Good standard of expertise in Word & Excel | √ |  |
| Advanced secretarial skills i.e. short hand, audio typing |  | √ |
| Able to focus and work independently in a busy office environment  | √ |  |
| Have a positive approach to using ICT | √ |  |
| **Personal Attributes** |
| Able to operate with the highest standards of personal/professional conduct and integrity | √ |  |
| Willingness to help support all staff and be sympathetic to the constraints and requirements of their roles | √ |  |
| Work in accordance with the Trust’s values and behaviours | √ |  |
| Be positive, honest, open and friendly | √ |  |
| Eligible to live and work in the UK | √ |  |
| Be calm, capable and confident in an emergency situation | √ |  |
| Team player with good interpersonal skills | √ |  |
| Smart appearance as befits front line reception work | √ |  |
| A commitment to safeguarding and promoting welfare of children and young people | √ |  |

**Sponne School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**