



Person specification: Receptionist

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none">• GCSE or equivalent level, including at least a Grade C in English and math's• First Aid (or a commitment to obtaining)
Experience	<ul style="list-style-type: none">• Experience working in a school environment or other educational setting• Experience working directly with pupils and parents• Experience working collaboratively with colleagues
Skills and knowledge	<ul style="list-style-type: none">• Good listening skills• Effective written and verbal communication skills• Competent user of MS Office products and other computer systems (Essential)• Administrative skills (Essential)• Accurate data inputting skills (Essential)• Ability to create good relationships with pupils, staff and parents
Personal qualities	<ul style="list-style-type: none">• Personable and able to communicate confidently with students, parents, junior staff and senior management alike• Self-motivation and the ability to work on own initiative to meet deadlines (Essential)• Excellent written and verbal communication (Essential)• Ability to remain calm under pressure (Essential)• A warm, calm and professional disposition (Essential)• Ability to prioritise own work to meet requirements (Essential)• Highly organised (Essential)• Great attention to detail and the ability to deliver consistent quality and reliability through a methodical approach to work (Essential)• Good time management skills• Commitment to upholding and promoting the ethos and values of the school• Ability to maintain confidentiality at all times• Committed to safeguarding, equality, diversity and inclusion