

Person Specification – Receptionist

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> • Smart appearance • General level of fitness, adequate for spending long periods standing • Excellent verbal and written communication skills • Confidence 		Application Form
Qualifications	<ul style="list-style-type: none"> • A good general education including minimum GCSE Grade C or equivalent in English and Mathematics. • Evidence of study post 16. 		Application Form and Interview
Experience	<ul style="list-style-type: none"> • Experience of using Microsoft Office applications, e.g. Word, Excel, Outlook • Experience of working in an office environment. • Experience of working with the public. • Experience of producing high quality letters and reports. • Experience of working to deadlines. 	<ul style="list-style-type: none"> • Experience of working in a school office/reception. • 	Application Form and Interview
Training	<ul style="list-style-type: none"> • Willing to participate fully in all relevant training, including statutory safeguarding training 	<ul style="list-style-type: none"> • A desire for self-improvement 	Application Form and Interview.

Special Knowledge	<ul style="list-style-type: none"> • Understanding of safeguarding children and the boundaries between adults and children in a school setting. • Knowledge of administrative processes. • An understanding of the confines of confidential working e.g. Data Protection. 	<ul style="list-style-type: none"> • Knowledge and experience of using Arbor 	
Circumstances	<ul style="list-style-type: none"> • Able to work during some school holiday periods. • Able to attend Academy open and parents' evenings as part of a schedule. 		
Disposition	<ul style="list-style-type: none"> • Reliable, organised able to work effectively and innovatively. • Flexible and open to change for continuous improvement. • Able to remain calm under pressure and manage conflicting demands. • To be an excellent team player. 	<ul style="list-style-type: none"> • 	
Practical and Intellectual Skills	<ul style="list-style-type: none"> • ICT literate with a desire and ability to develop new skills. • Good level of numeracy. • Effective oral and written communication skills. • Demonstrable ability to produce a good standard of written work, e.g. response to correspondence, reports, minutes etc. • High standard of presentation. • Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide. • Can act with a pace and urgency being energetic, enthusiastic and decisive • Can maintain smart and business-like dress standards • Able to access and navigate a range of ICT software 		

Legal Requirements	<ul style="list-style-type: none">• Enhanced Disclosure & Barring Service Check confirming the appointee is not on the Children's Barred list.• This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.		
---------------------------	---	--	--

Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.