

PERSON SPECIFICATION FOR RECEPTIONIST

Category	Essential	Desirable	Evidence From:
<p>QUALIFICATION & TRAINING</p> <p>1.GCSE English and Maths Grade C (or equivalent)</p> <p>2.ECDL</p> <p>3.SIMS</p>	√	√ √	Application form and certificates
<p>EXPERIENCE</p> <p>4.IT skills in Microsoft Office/Excel or similar</p> <p>5.Previous experience of working with young people</p> <p>6.Previous experience of working in a school</p>	√ √	√	Application form and skills test
<p>SKILLS</p> <p>7.Good interpersonal and communication skills</p> <p>8.Good telephone manner</p> <p>9.Ability to maintain resilience, understanding and positive thinking in challenging situations</p> <p>10.Ability to work quickly, accurately and meet deadlines</p>	√ √ √ √		Application form and interview
<p>QUALITIES</p> <p>11.Sense of humour</p> <p>12.Team player</p> <p>13.Commitment to staff development</p>	√ √ √		Interview
<p>OTHER</p> <p>14.Empathy for young people</p> <p>15.Willingness to work flexible hours when required</p> <p>16.Full, clean, UK driving licence</p>	√ √	√	Interview

HIGH EXPECTATIONS LEAD TO HIGH ACHIEVERS