



RIDGEWOOD  
SCHOOL

**RECEPTIONIST  
PERSON SPECIFICATION**

Essential	Desirable	How Identified
<p><b>Education, Qualifications</b></p> <ul style="list-style-type: none"> <li>• 5 x GCSEs inc English and Maths grade C or above (or equivalent)</li> <li>• Willingness to obtain and/or enhance qualifications and training for development in post.</li> </ul>		<p>Application Form Certificates Interview</p>
<p><b>Relevant Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of producing documents, spreadsheets and presentations to a high standard.</li> <li>• Experience of working in a customer service type role.</li> <li>• Experience working in an administrative position.</li> <li>• Experience of using IT to a high level.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with students.</li> </ul>	<p>Application form Interview References</p>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Understanding of the administration requirements of a school.</li> <li>• Knowledge of Data Protection</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of school based computer systems and Microsoft Office</li> </ul>	<p>Application form Interview References</p>
<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Able to work in and adapt to a fast-paced, changing environment.</li> <li>• Able to problem solve and develop solutions.</li> <li>• Effective time management skills and able to take responsibility for workload and prioritising of tasks.</li> <li>• Ability to handle confidential information.</li> <li>• Able to work collaboratively with others.</li> <li>• Able to communicate clearly and confidently using a range of channels.</li> <li>• Able to build strong relationships and networks with stakeholders.</li> <li>• High level IT skills.</li> <li>• Ability to communicate effectively both orally and in writing.</li> <li>• Ability to work under pressure and to deadlines.</li> <li>• Able to show attention to detail, accuracy in all tasks.</li> </ul>		<p>Application form Interview References</p>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Demonstrate a positive attitude, professionalism, passion, energy and a</li> </ul>		<p>Application form Interview</p>

<p>willingness to support all customers and stakeholders.</p> <ul style="list-style-type: none"> <li>• Demonstrate integrity, fairness and consistency in all working practices.</li> <li>• Motivated and committed to continuous improvement.</li> </ul>		References
<p><b>Physical Attributes</b> As assessed and advised by Occupational Health</p>		Medical Questionnaire Medical appointment if required
<p><b>The post is subject to a satisfactory record check being undertaken by the Disclosure &amp; Barring Service</b></p>		