

GLF Schools - Person Specification

Job Title: School Receptionist		
	Essential	Desirable
Education and Training		
GCSE grade C or equivalent in maths and English	√	
Good general level of spoken and written English	√	
Professional and Experience		
Experience of working with children		√
Experience of working in a Primary school environment		√
Knowledge and Skills		
Good general ICT skills including competence in using Microsoft Excel, Word, Publisher and Outlook	√	
ICT skills - Familiarity with SIMS and Parentmail		√
Effective communication skills	√	
Good administration skills	√	
Organised, able to prioritise and work to deadlines, use own initiative and keep line manager appraised	√	
Personal Attributes		
Pleasant and welcoming manner	√	
Excellent time keeping and pattern of attendance	√	
Personal integrity and loyalty, ability to deal with sensitive information, remaining confidential at all times	√	
Ability to work both independently and as part of a team	√	
Ability to work effectively and respond well under pressure	√	
Good interpersonal and communication skills	√	
Flexibility and willingness to contribute to the wider school	√	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff Code of Conduct	√	
Safeguarding		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		