

Receptionist Role Specification

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> • Good general standard of education – GCSE or equivalent 	✓	
<ul style="list-style-type: none"> • Numerate 	✓	
<ul style="list-style-type: none"> • Literate 	✓	
<ul style="list-style-type: none"> • Reception experience 		✓
Skills & Knowledge	Essential	Desirable
<ul style="list-style-type: none"> • Excellent ICT skills 	✓	
<ul style="list-style-type: none"> • Effective oral and written communication skills 	✓	
<ul style="list-style-type: none"> • Accuracy and attention to detail 	✓	
<ul style="list-style-type: none"> • Knowledge of school environment 	✓	
<ul style="list-style-type: none"> • Knowledge of First Aid 		✓
<ul style="list-style-type: none"> • Ability to operate a telephone switchboard 	✓	
<ul style="list-style-type: none"> • Communication skills 	✓	
<ul style="list-style-type: none"> • Work effectively as part of a team 	✓	
<ul style="list-style-type: none"> • Prioritise own work effectively 	✓	
<ul style="list-style-type: none"> • Build rapport with adults and children 	✓	
<ul style="list-style-type: none"> • To be flexible 	✓	
<ul style="list-style-type: none"> • Follow instructions accurately 	✓	
<ul style="list-style-type: none"> • Ensure security of data 	✓	
<ul style="list-style-type: none"> • Use own initiative and work independently 	✓	
Personal	Essential	Desirable
<ul style="list-style-type: none"> • Work calmly under pressure 	✓	
<ul style="list-style-type: none"> • Cheerful 	✓	
<ul style="list-style-type: none"> • Flexible 	✓	
<ul style="list-style-type: none"> • Welcoming 	✓	
<ul style="list-style-type: none"> • Committed to personal and professional development 	✓	
<ul style="list-style-type: none"> • Safe use of office equipment 	✓	