

Job and Person Specification for Receptionist

Attributes	Essential	Desirable	Evidence
Knowledge Qualifications	Computer Literate A good level of literacy and numeracy (GCSE English and Maths or equivalent)	Working knowledge of SIMS	Application Form Interview References
Experience	Experience of using office computer systems and Microsoft software packages including email, word processing and spreadsheets	Experience of working in a school in an administrative capacity	Application Form Interview References
Skills Knowledge Aptitude	Ability to work as part of a team and to use own initiative when appropriate Be able to demonstrate and maintain total confidentiality at all times Strong attention to detail and able to produce work with a high level of accuracy Willingness to accept responsibility Ability to prioritise and manage a variable workload efficiently and work well when under pressure		Application Form Interview References
Personal Characteristics	A genuine interest in working with children and being part of the school community Ability to deal appropriately and communicate effectively with children, staff, parents and visitors to the school in a calm, professional and friendly manner and give advice and instructions in a professional manner Ability to remain calm and professional under pressure Positive, helpful and caring attitude Motivated and willingness to undertake appropriate training Reliable and punctual Well organised Smart and tidy appearance Ability to develop a sense of loyalty and pride in the school To be enthusiastic and patient		Application Form Interview References
Other	Have an understanding and empathy with the Christian identity of the school Be able to demonstrate and promote equality of opportunity in dealing with children and adults in a school environment		Application Form Interview References



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	<p>Able to comply with the Safeguarding Children requirements of the post, including successful completion of DBS and other relevant background checks</p> <p>Eligible to live and work in the UK</p> <p>Provide two satisfactory references one of whom must be your present and/or last employer and the other from a previous employer</p>		
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