



PERSON SPECIFICATION Afternoon Receptionist

Attributes	Essential	Desirable
Qualifications	GCSE English, Mathematics at C.4 or above	
Skills	<ul style="list-style-type: none"> The skills, knowledge and understanding necessary to complete the specified areas of the job description efficiently Good organisation skills and the ability to plan ahead. Ability to be reactive. Competent written skills 	<ul style="list-style-type: none"> Experience of working in a school in a similar role.
Communication Skills	<ul style="list-style-type: none"> Committed to working co-operatively with all callers and Academy staff and students. Confident communicator in all situations. 	
Administrative Skills	<ul style="list-style-type: none"> Able to work to deadlines Able to prioritise Attention to detail and accuracy 	<ul style="list-style-type: none"> Knowledge of working with InTouch or similar system.
ICT Skills	<ul style="list-style-type: none"> A competent user of ICT, including Microsoft packages such as Word, PowerPoint and Excel 	<ul style="list-style-type: none"> Knowledge of working with InVentry or similar system. Knowledge of Safeguarding.
Interpersonal Skills	<ul style="list-style-type: none"> Able to work in a team, accept delegated responsibility. Able to form good working relationships with colleagues, young people and professionals outside the organisation Good time keeping Self motivated 	



Personal Characteristics

Professional Development	<ul style="list-style-type: none"> • Committed to own continuing professional development • First aid trained – or willing to be first aid trained 	
Self ethos	<ul style="list-style-type: none"> • Fully committed to safeguarding young people • Well motivated and prepared to work hard using own initiative • Striving for excellence in all areas • Excellent organisation, prioritisation and time management skills 	<ul style="list-style-type: none"> • Willing to ‘go the extra mile’
School ethos	<ul style="list-style-type: none"> • Fully supportive of the aims and ethos of a Church of England academy 	
Equal Opportunities	<ul style="list-style-type: none"> • Have regard to providing equality of opportunity for all 	
Health and Safety	<ul style="list-style-type: none"> • Understanding the importance of Health and Safety issues • A current First Aid certificate, or willingness to train 	<ul style="list-style-type: none"> • Experience of a range of health and safety activities