

THE CHERWELL SCHOOL

Opportunity, Responsibility, Excellence

Person Specification **Receptionist**

Qualifications/ Training and Experience	<ul style="list-style-type: none">• Previous Reception experience (desirable)• Working in a school (desirable)• Working in an office environment• General clerical/administrative• Good standard of literacy, numeracy and ICT skills• Qualification/Training in Admin or similar (desirable)
Knowledge/Skills	<ul style="list-style-type: none">• Appropriate knowledge of First Aid (or willingness to train)• Good understanding and ability to use relevant technology (e.g. photocopier, franking machine)• Ability to relate well to both children and adults• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these• Ability to multi-task and juggle priorities• Good organisational skills• Good keyboard skills
Personal Qualities	<ul style="list-style-type: none">• Personable Nature (Polite and Friendly)• Team Player• Reliable• Calm under pressure when working to deadlines• Willing to participate in development and training opportunities
Safeguarding and Wellbeing	<ul style="list-style-type: none">• A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines• A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community• To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community• Desire to take on further/ advanced Safeguarding training and responsibilities (desirable)• Evidence of CPD undertaken in this area (desirable)