

Person Specification — Receptionist	Essential	Desirable
General Qualifications & Training		
Relevant Business Administration qualification		x
Evidence good standard of literacy / numeracy	x	
Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities	x	
A willingness to undertake fire marshal training.	x	
Experience		
Experience of working in an admin role		x
Experience of working in a school environment		x
An understanding of policies and procedures relating to child protection, health & safety and security, confidentiality and data protection	x	
Skills, Knowledge & Competencies		
Ability to prioritise and organise work effectively	x	
Ability to work to tight deadlines and to remain calm under pressure	x	
Good interpersonal skills - able to deal effectively and develop positive and effective working relationships with a wide range of people at all levels	x	
Competent in the use of standard office software applications such as Word, Excel, email and internet	x	
Knowledge of school-based software systems, for example SIMS		x
Personal Attributes		
Excellent oral and written communication skills	x	
Flexible, able to multitask and adapt to changing priorities, with a can-do attitude	x	
Discrete when dealing with sensitive and / or confidential matters	x	
Excellent time management /prioritisation skills	x	
Good team worker whilst retaining the ability to work on own initiative	x	
Listens to others' points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement	x	
Understand and respects the importance of confidentiality	x	