

PERSON SPECIFICATION: Receptionist

	Essential	Desirable	How Measured
<i>Educational qualifications</i>	<ul style="list-style-type: none"> Grade C or higher in GCSE (or equivalent) English 	<ul style="list-style-type: none"> Relevant Further or Higher Educational qualifications First Aid certificate (training will be given if necessary) 	<ul style="list-style-type: none"> Certificates Application form Interview process
<i>Experience/ Knowledge</i>	<ul style="list-style-type: none"> Experience and understanding importance of Data Protection Experience of dealing with confrontation Experience of using spreadsheets 	<ul style="list-style-type: none"> Experience of working across different phases of education Experience of writing reports and communications to a variety of audience which may include data 	<ul style="list-style-type: none"> Interview Letter of application References
<i>Skills/Abilities</i>	<ul style="list-style-type: none"> Ability to maintain strict confidentiality of information received in College. Excellent interpersonal and communication skills (oral and written) Ability to work effectively with and command the confidence and respect of colleagues / parents / outside agencies. Proficient in the use of ICT (MS Office suite, SIMS). Ability to manage time efficiently, work calmly and make decisions under pressure. Excellent organisational skills with the ability to prioritise tasks. Ability to work alone and as part of a team. 	<ul style="list-style-type: none"> A willingness to work flexible hours as and when there is a need. 	<ul style="list-style-type: none"> Letter of application Interview process

	<ul style="list-style-type: none"> • Possess the following personal attributes and be: honest, loyal, caring, adaptable and assertive (when appropriate) 		
<i>Other requirements</i>	<ul style="list-style-type: none"> • Responsibility for safeguarding and promoting the welfare of pupils. • To undertake training to enhance knowledge of correct protocols and procedures. 		<ul style="list-style-type: none"> • Application and interview