

## Person Specification

<b>Job Title:</b>	Receptionist
<b>Salary &amp; Grade:</b>	WHFNJC K Receptionist
<b>Reports to:</b>	Principal/HR Manager

***The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.***

***This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.***

	Essential	Desirable	Identification Method
<b>Education &amp; Qualifications</b>			
GCSE C or above (or equivalent) in English and Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
First Aid Qualification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
<b>Relevant Experience</b>			
Sound working knowledge of Microsoft Office applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Experience of receptionist and/or working in a school environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Committed to safeguarding and promoting the welfare of students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
<b>Skills &amp; Abilities</b>			
Attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Excellent IT skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Excellent communicator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Ability to work on own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview

Ability to remain calm under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
<b>Disposition, Values &amp; Behaviours</b>			
Effective role model for all WHF values	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
<b>Disposition, Values &amp; Behaviours</b>			
Commitment to raising standards across the Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Willingness to participate in development and training opportunities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Ability to work on own or as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Work in ways that promote equality of opportunity, participation, diversity and responsibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
<b>Contacts and Relationships</b>			
Ability to relate well with both children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
<b>Physical, Mental and Emotional Demands</b>			
Ability to show sensitivity and objectivity in dealing with confidential issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
<b>Special Requirements</b>			