**Receptionist**

**Person Specification**

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| **Requirement** | **Essential** | **Desirable**  |
| Qualification | * English and Maths GCSE A\* - C (or equivalent)
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| Experience | * High level of competency in ICT (email, Word, Excel, Powerpoint, SIMs etc)
* Proven experience in dealing with confidential work and clerking meetings
 | * Experience of working within a school office
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| Leadership and Management | * Ability to delegate, monitor and evaluate information
* Ability to lead by example and inspire others to achieve positive results
* A commitment to the protection and safeguarding of young people and an up to date knowledge of Child Protection procedures
 | * Evidence of good working relationships with parents and the wider school community
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| Knowledge and Skills/Teaching and Learning  | * Excellent interpersonal skills and the ability to work within a team environment
* Proven organisational skills and the ability to prioritise in a busy office environment
 | * Innovative and creative approach to teaching and learning
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| Personal Qualities | * Adaptable and flexible approach
* Ability to demonstrate an understanding of the importance of care, sensitivity and confidentiality when dealing with pupils, staff, parents and governors
* A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines
* Ability to build, support, motivate and work as part of a high performing team
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