**Receptionist**

**Person Specification**

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| **Requirement** | **Essential** | **Desirable** |
| Qualification | * English and Maths GCSE A\* - C (or equivalent) |  |
| 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 |
| 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 |
| 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 |
| 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 |  |