



PERSON SPECIFICATION: School Receptionist

	Essential	Desirable
Qualifications and experience:	<p>Minimum of 5 GCSEs or equivalent in a broad range of subjects with English and Maths at 4 – 9 (A* - C)</p> <p>Previous experience of working in an office environment.</p>	<p>Experience of providing high level support in a secondary school</p> <p>Vocational qualification in administration and typing skills.</p>
Knowledge and skills:	<p>Good knowledge of Microsoft office systems – (Word, Excel, PowerPoint)</p> <p>Excellent verbal and written communication skills appropriate to the need.</p> <p>Ability to work with minimal supervision and apply sound decision making skills</p> <p>Ability to deal with all people (colleagues, parents and students) in a polite and courteous manner, showing firmness when necessary.</p>	<p>Working knowledge of Arbor</p> <p>Knowledge of school protocols and procedures</p>
Personal qualities:	<p>Well-developed organisational skills and the ability to prioritise tasks.</p> <p>A professional approach supported with a due regard for discretion and the need for confidentiality</p> <p>Friendly, welcoming and approachable disposition.</p> <p>Courteous, calm and efficient telephone manner.</p> <p>Demonstrate a ‘can do’ approach and who is willing to make a significant contribution to the life of the school</p>	<p>Have a positive attitude and solution-focused in a range of contexts.</p>

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check (DBS) will be carried out for all successful candidates.