



Bearbrook Combined School

Receptionist Person Specification



	ESSENTIAL	DESIRABLE
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> • Good standard of general education (including Maths and English). • Good communication skills (verbal and written). 	<ul style="list-style-type: none"> • Typing/secretarial qualification. • First aid qualification
EXPERIENCE	<ul style="list-style-type: none"> • Experience of successfully working as a member of a team and independently. 	<ul style="list-style-type: none"> • Experience as a receptionist. • Multi-tasking experience. • School experience
PROFESSIONAL VALUES	<ul style="list-style-type: none"> • Wish to work within a school and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body. 	
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • Understand the statutory requirements of legislation concerning safeguarding, including child protection, health and safety, and inclusion. • Have confident IT skills including MS Word, Excel, and Outlook. 	<ul style="list-style-type: none"> • Experience of working with Arbor. • Experience of MS office.
SKILLS	<ul style="list-style-type: none"> • To be able to deal with regular interruptions. • Establish and maintain good professional relationships with pupils, parents, colleagues and members of the community. • Communicate effectively (both verbally and in writing) at all levels, e.g. pupils, staff, parents, visitors. • Promote a positive working environment. • Be able to work well under pressure. • Produce accurate work. • Ability to work with minimal supervision and to act on own initiative. 	<ul style="list-style-type: none"> • Be able to prioritise workload. • Problem solving.
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Punctual. • Approachable and empathetic. • Organised and resourceful. • Of smart appearance. 	<ul style="list-style-type: none"> • Creative and enthusiastic.
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • Will be required to undergo a Disclosure and Barring Service check. 	<ul style="list-style-type: none"> •