



Receptionist (To cover maternity)

Attributes	Essential	Desirable	Method of Assessment
Education and Qualifications	<ul style="list-style-type: none"> GCSEs in Maths and English or equivalent 	<ul style="list-style-type: none"> Qualification relevant to the role 	AF
Knowledge and experience	<ul style="list-style-type: none"> Knowledge of procedures for range of administrative duties including use of various ICT packages 	<ul style="list-style-type: none"> School experience 	AF; I; R
Skills and Ability	<ul style="list-style-type: none"> Assesses and resolves day to day problems, dealing with variety of stakeholders Good interpersonal skills Effective communicator Excellent time keeping management Ability to maintain confidentiality and deal with sensitive information Knowledge of Microsoft software 		AF; I; R
Interpersonal & Communication Skills	<ul style="list-style-type: none"> Communicates with colleagues, SLT, visitors, suppliers, pupils and their parents/carers exchanging information 		AF; I; R

Key: Application Form (AF) Interview (I) References (R)

CLPT Riversides School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.