



## School Receptionist/Lunchtime Supervisor Person Specification

Essential	Desirable
<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>- GCSE A-C, English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>- First Aid qualification</li> <li>- Level 2/3 Business Administration</li> <li>- Food Safety Level 2</li> <li>- Manual Handling</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of Reception/Admin tasks in a paid role</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working in a school setting</li> <li>- Worked with children before in a paid role</li> <li>- Experience of Arbor MIS</li> </ul>
<p><b>Personal Qualities:</b></p> <ul style="list-style-type: none"> <li>- Likes children</li> <li>- Sense of humour</li> <li>- Ability to work as part of the existing team</li> <li>- A good match/fit with existing staff team</li> <li>- Discreet with confidential or sensitive information</li> <li>- Ability to prioritise</li> <li>- Ability to work under pressure</li> <li>- Ability to work without direct supervision</li> <li>- Well organised</li> <li>- Calm and composed demeanour</li> <li>- Patience</li> <li>- Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>- Willingness to be flexible in approach</li> </ul>