



Person Specification – School Receptionist

	Essential	Desirable
Relevant experience		
Experience working in a school environment	✓	
Experience of working as a receptionist in school or in a busy environment of a similar setting		✓
Experience working with children / young people	✓	
Qualifications and training		
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths	✓	
A relevant Administrative Qualification		✓
First-aid training		✓
Skills and Knowledge		
Good literacy and numeracy skills	✓	
Standard keyboard skills	✓	
Good organisational skills	✓	
Competent in the use of Microsoft Office to include Word, Excel, Outlook	✓	
Competence in the use of Mail Merge		✓
A competent user of MIS systems in schools particularly SIMS (Training can be given if required)		✓
A flexible approach to work	✓	
Ability to respond to the demands of internal and external changes and work under pressure at times, assess priorities and be able to meet deadlines.	✓	
Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information	✓	
The ability to remain calm in stressful situations	✓	
Knowledge of guidance and requirements around safeguarding children	✓	
Ability to investigate queries and anomalies when required	✓	
Personal Qualities		
Good personal organisational skills	✓	
Personal qualities; ability to maintain complete confidentiality and discretion within all situations, tactful and sensitive. Accepting of all	✓	
Commitment to safeguarding pupils' wellbeing and equality	✓	
Resilient, positive, forward-looking and enthusiastic about making a difference	✓	
Able to work supportively as a team member and able to take own initiative when working independently	✓	



Living life to the full to the glory of God