

Receptionist- Person Specification January 2022

	Minimum
Qualifications	GCSE or equivalent English and Maths essential.
Experience	Reception/Front of house. School office experience desirable. Working with the public and dealing with confidential issues essential.
Skills and Abilities	<p>Outstanding inter-personal and communication skills required.</p> <p>Being friendly and welcoming at all times to children, staff, parents and visitors.</p> <p>Have a positive, open, growth mindset.</p> <p>Demonstrate high standards and attention to detail, following tasks through to ensure excellent outcomes.</p> <p>Ability to understand the impact of your role within the school.</p> <p>Display empathy and a positive, calm approach to all tasks and people.</p> <p>Must be proactive, flexible and able to deal with all stakeholders calmly, sensitively and at the appropriate level.</p> <p>Must be able to work independently and use initiative as well as work well as part of a team.</p> <p>Be a creative problem solver, demonstrating ‘a can do’ approach.</p> <p>Must be exceptionally well organised and able to prioritise to ensure smooth running of the office.</p> <p>Demonstrate ability to multi task.</p> <p>Ability to work under pressure and work efficiently to meet deadlines.</p> <p>Excellent IT and Keyboard skills, demonstrating a highly professional standard for any school documentation/communication required. Experience of using Adobe software is helpful, but not essential.</p> <p>Understand the importance of Safeguarding</p> <p>Smart appearance.</p>
Knowledge	<p>Management Information System (desirable).</p> <p>Updating websites</p> <p>MS office, Word and Excel.</p> <p>Adobe software</p>