

PERSON SPECIFICATION

JOB TITLE: School Receptionist

DATE: April 2023

RESPONSIBLE TO: Executive Assistant to Heads of School

	Essential	Desirable
Qualifications	GCSE or equivalent in English or Maths at grade C or above	Secretarial qualification
Experience	Experience of general office tasks (e.g. scanning, filing, setting up basic databases and mailing lists, answering telephone queries, conducting basic research)	Experience as a School Receptionist Experience working for a charity Experience working in an educational setting
Skills	Strong Microsoft Office skills (including Word and Excel) Excellent communication and interpersonal skills Strong administrative, time management and organisation skills Good team working skills Accuracy and attention to detail	

	Essential	Desirable
	Positive and enthusiastic attitude Committed to undertaking further training and professional development	
Abilities	Able to quickly develop excellent working relationships with a range of people Ability to research information efficiently Literate, numerate and articulate	
Essential personal qualities	Physically and emotionally resilient in order to meet the challenges and demands of the role Professional attitude Able to take initiative Commitment to high standards of work Flexible, adaptable and able to relate well to different types of people A commitment to safeguarding and promoting the welfare of children and young people	