



PERSON SPECIFICATION

Receptionist

Qualifications:	Essential/ Desirable
Formal qualifications beyond GCSE level	D
Evidence of continuing professional development	D
Experience:	
Experience of working within a busy environment	D
Experience of liaising with different stakeholders (e.g. the public, parents, staff and pupils)	D
Experience of carrying out a wide range of administrative functions	D
Experience of developing resources electronically	D
Management and leadership skills:	
Ability to work independently and creatively	E
Ability to build relationships with other professionals	E
Prioritising tasks with specific timescales	E
Professional knowledge and understanding:	
Ability to be creative with ideas and resources	E
Ability to use ICT effectively to support ideas	E
Excellent knowledge of, and operational competence in, the Microsoft Office packages (Word, Excel, Powerpoint) and the internet	E
Knowledge of, and operational competence in Google documents	D
Previous knowledge of or willingness to be trained in additional IT software (e.g. SIMS, Inventry)	E
Skills, abilities and personal qualities:	
Organisational skills and time management skills with the ability to prioritise workload	E
High level of communication skills - verbally and written	E
Team player with enthusiasm, perseverance, flexibility and adaptability	E
Willingness to problem solve	E
Curiosity and willingness to learn and improve	E
Ability to work under pressure	E
High level of accuracy and attention to detail	E