



Person Specification

Job Title: Receptionist

| Qualifications | Essential | Desirable |
|---|------------------|------------------|
| Level 2 qualifications in English and Maths, or equivalent | ✓ | |
| Willingness and ability to obtain and/or enhance qualifications and training and development in the post | ✓ | |
| Experience | | |
| Previous experience in a reception or customer service role | ✓ | |
| Experience of working in a school environment | | ✓ |
| Skills | | |
| Ability to effectively communicate with a wide range of audiences and to provide a professional and effective reception service to all visitors, staff and students, and parents/carers | ✓ | |
| Ability to respect and maintain confidentiality | ✓ | |
| Ability to use standard ICT packages including Microsoft Office | ✓ | |
| Ability to work well under pressure and manage competing priorities | ✓ | |
| Understanding of academy child safeguarding procedures | | ✓ |
| Other | | |
| Satisfactory DBS check | ✓ | |