



Person Specification

Job Title: Receptionist

| Qualifications | Essential | Desirable |
|---|------------------|------------------|
| GCSE A*-C in English and maths, or equivalent qualifications | ✓ | |
| Willingness and ability to obtain and/or enhance qualifications and training for development in the post. | ✓ | |
| Experience | | |
| Experience of working within a school/academy environment | | ✓ |
| Previous experience within an office environment | | ✓ |
| Skills | | |
| Good communication and listening skills | ✓ | |
| Ability to respect and maintain confidentiality | ✓ | |
| Working knowledge of standard computer packages (word processing, email and spreadsheets) | ✓ | |
| Ability to provide professional and effective reception service to all Academy visitors, staff and students | ✓ | |
| Experience of operating basic office equipment including photocopier and fax | ✓ | |
| Efficient and effective organisational skills | ✓ | |
| Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues | ✓ | |
| Understanding of child safeguarding procedures | | ✓ |
| Other | | |
| Satisfactory Enhanced Disclosure and Barring Service check | ✓ | |
| Assessed and advised by Health and Well Being | ✓ | |