



Person Specification

Job Title: Receptionist

| Qualifications | Essential | Desirable |
|--|------------------|------------------|
| Level 2 qualifications in English and Maths | ✓ | |
| Willingness and ability to obtain and/or enhance qualifications and training for development in the post | ✓ | |
| Experience | | |
| Experience of working in a school environment | | ✓ |
| Skills | | |
| Good communication and listening skills | ✓ | |
| Ability to respect and maintain confidentiality | ✓ | |
| Working knowledge of standard computer packages (word processing, spreadsheets and email) | ✓ | |
| Ability to provide a professional and effective reception service to all Academy visitors, staff and students | ✓ | |
| Effective organisational skills | ✓ | |
| Ability to relate to students in a pleasant and sympathetic manner and able to recognise potential child safeguarding issues | ✓ | |
| Understanding of school child safeguarding procedures | | ✓ |
| Other | | |
| Satisfactory Enhanced DBS disclosure | ✓ | |
| Assessed and advised by Health and Wellbeing | ✓ | |