



## Person Specification

**Job Title:** Student Services Receptionist

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 qualifications in English and Maths at Grade C or above (or equivalent)	✓	
Willingness and ability to obtain or enhance qualifications and training for development in post	✓	
<b>Experience</b>		
Experience of working in a school environment		✓
<b>Skills</b>		
Good communication and listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Working knowledge of standard computer packages (Word processing, emails and spreadsheets)	✓	
Ability to provide professional and effective reception service to all Academy visitors, staff and students	✓	
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 Academy child safeguarding procedures		✓