



Person Specification

Job Title: Receptionist

Qualifications	Essential	Desirable
5 GCSEs including English and Maths (or equivalent)	✓	
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		
Excellent communication and listening skills.	✓	
Excellent written 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, parents/carers.	✓	
Efficient and effective organisational skills.	✓	
Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues.	✓	
Other		
Understanding of Academy child safeguarding procedures.		✓