



## Person Specification Receptionist

	Essential	Desirable	MOA
<b>KNOWLEDGE/QUALIFICATIONS</b>			
GCSE or equivalent in Maths and English	*		A/C
GCSE or equivalent in ICT	*		
Willingness to invest in own professional development	*		A/I
First Aid Qualification		*	A/I
Safeguarding Training (Desirable but training will be provided)		*	A/I
<b>EXPERIENCE</b>			
Experience of working in a school		*	A/I
Experience of working in a receptionist or administrative role		*	A/I
Experience of working in a customer service role		*	A/I
<b>SKILLS</b>			
Ability to communicate effectively to a range of audiences including children and adults	*		A/I/R
High level of organisational and planning skills	*		A/I/R
Work effectively as part of a team, relating well to colleagues, pupils and parents	*		A/I/R
Personable	*		A/I
High level of professional commitment and ability to maintain confidentiality of the setting	*		A/I/R
Good time management	*		A/I/R

Key:

MOA=Method of Assessment,  
A=Application,  
I=Interview and assessment,  
R=Reference,  
C=Certificate