



**PERSON SPECIFICATION
SCHOOL RECEPTIONIST**

Attributes	Essential	Desirable	Method of Assessment
Education and Qualifications	<ul style="list-style-type: none"> GCSE English and Maths Grade 4 or above 		AF; I
Experience	<ul style="list-style-type: none"> Experience of working within an office environment 	<ul style="list-style-type: none"> Experience of working in an educational environment 	AF; I
Skills and Ability	<ul style="list-style-type: none"> Excellent communication skills Excellent telephone manner Excellent organisational skills To be able to prioritise workload Ability to maintain confidentiality and deal with sensitive information Knowledge of Microsoft software Ability to set up and maintain record and filing systems 	<ul style="list-style-type: none"> Handling complaints and concerns from parents and other visitors. Ability to deal with outside agencies and contractors Financial knowledge of SAGE and/or other financial packages 	AF; I; R
Motivation	<ul style="list-style-type: none"> Self-Motivation Enthusiasm Initiative Able to lead by example Willing team member Sense of responsibility Supportive Commitment to equal opportunity and to anti-oppressive and anti-discriminatory practices Hours/days must be flexible dependent on school's needs 		AF; I

Key: Application Form (AF) Interview (I) References (R)

CLPT Riversides School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.