

Primary Junior Receptionist Person Specification



ALEC REED ACADEMY
PROUD TO LEARN



Knowledge, Qualifications and Experience

Essential:

- Pro-active self-starter with good organisational and administrative skills
- Good oral and written communication skills
- Confident, pleasant telephone manner and well-groomed
- IT literate with some exposure to Microsoft Office packages such as Outlook, Word and Excel

Desirable:

- Previous experience in an educational environment
- Experience of switchboard systems

Abilities and Interests

- A demonstrable commitment to equality of opportunity
- Committed to maintaining high standards across the Academy
- A team player
- A desire to succeed
- Ability to develop and maintain good professional relationships with students, staff and parents
- A strong commitment to one's own professional development
- Committed to school life and building effective relationships with all members of the school community
- A willingness to become involved in wider Academy initiatives and activities