



Brackenhill Primary School
 Dracup Road, Bradford, BD7 4HA

Post Title: Receptionist – Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> • Relevant experience of working in an office environment. • Experience of working as part of a team. 	<ul style="list-style-type: none"> • Experience of the use of databases (e.g. S.I.M.S packages within the school) and a range of other ICT applications. 	Application form & Selection process
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE English and Maths (A-C) or equivalent eg. Adult Literacy/Numeracy at level 2. 		Application form & Selection process. Certificates.
TRAINING	<ul style="list-style-type: none"> • Commitment to own personal and professional development, being prepared to undertake training relevant to the post. 		Application form & Selection process
KNOWLEDGE/SKILLS	<ul style="list-style-type: none"> • Knowledge/experience of general office work • Good communication skills including telephone/reception skills • Working knowledge/experience of software packages i.e. Microsoft Office (Word, Excel etc) 	<ul style="list-style-type: none"> • Knowledge of school procedures • Knowledge of and the ability to use office machinery i.e. photocopier, scanner, shredding machine 	Application form & Selection process
EQUALITY	<ul style="list-style-type: none"> • Candidates should indicate an acceptance of and commitment to the principles underlying the Council's Equal Rights policies and practices. 		Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
DISPOSITION - ADJUSTMENT/ ATTITUDE	<ul style="list-style-type: none"> • Ability to relate well to pupils and adults. • Ability to remain calm under pressure. • Demonstrate good co-operative, interpersonal and listening skills. • Good sense of humour. • Flexibility and willingness to accept change. • Work constructively as part of a team understanding roles and responsibilities and your position within these. • Approachable, courteous and able to present a positive image of the school to callers and visitors. • Maintain confidentiality in matters relating to the school, its pupils, parents and carers. 		Selection process
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Must demonstrate good interpersonal skills • Good organisational skills. 		Application form & Selection process
CIRCUMSTANCES - PERSONAL	<ul style="list-style-type: none"> • Will not require holiday leave during term time. • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required). • 		Selection process. Sight of appropriate documentation as specified in interview letter
PHYSICAL/SENSORY	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995. 		Selection process.