



## **Receptionist Person Specification**

### **Personal Qualities**

- Ability to work as part of a team.
- A flexible approach to work.
- Positive caring attitude.
- Demonstrates responsibility, integrity and confidentiality.
- Good communication and listening skills.
- Willingness to learn.

### **Knowledge/Qualifications**

- Knowledge of Arbor MIS or similar school Management System desirable but not essential.
- Knowledge of, or willingness to learn First Aid and administer as required.
- Good ICT skills.

### **Skills/Abilities**

- Excellent communication skills.
- Exemplary organisational skills – able to prioritise workload.
- Able to use MS Word, Excel, Forms, Sway and Outlook.
- Positive approach to challenging situations.
- Demonstrate flexibility and resilience.

### **Experience**

- At least one year experience in a similar environment – preferable.
- Experience of working within a busy, diverse environment.

### **Communication and Collaboration**

- Demonstrate effective communication with staff, pupils, parents and visitors.
- Maintain a professional, positive attitude at all times.

### **Delapre Primary School**

*Lead with Purpose. Act with Care.*

Because every child deserves to **Belong, Grow, and Achieve.**