

NEW MILLS SCHOOL

PERSON SPECIFICATION FOR SCHOOL RECEPTIONIST

Skills and Knowledge		
Requirement	Essential/ Desirable	Measurements
Good ICT skills across a range of different programmes	Essential	Application form/ interview
Excellent communication skills	Essential	Application form/ interview
Very good organisational skills	Essential	Application form/ interview
The ability to work under pressure	Essential	Interview

Experience		
Requirement	Essential/ Desirable	Measurements
Experience of working in a 'Customer Service' environment	Desirable	Application form/ interview
Experience of working in a school environment	Desirable	Application form/ interview
Experience of working with young people	Desirable	Application form/ interview
Experience of establishing relationships both internally and externally	Essential	Interview

Qualifications/ Training		
Requirement	Essential/ Desirable	Measurements
A minimum of 5 GCSEs at grade C or above, including English & Maths or equivalent.	Essential	Application form
A commitment to own personal development and training	Essential	Application form/ interview

Additional Attributes		
Requirement	Essential/ Desirable	Measurements
Willingness to keep abreast of developments	Essential	Interview
Resilience, commitment, and approachability	Essential	Interview
Willingness to share information and expertise	Essential	Interview
Willingness to work flexibly, when appropriate	Essential	Interview
Ability to remain calm when under pressure	Essential	Interview
Excellent telephone manner	Essential	Interview