



## Person Specification

**Job Title:** Receptionist

| Qualifications                                                                                                                                                                          | Essential | Desirable |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Level 2 qualifications in English and Maths, or equivalent                                                                                                                              |           | ✓         |
| Willingness and ability to obtain and/or enhance qualifications and training and development in the post                                                                                | ✓         |           |
| <b>Experience</b>                                                                                                                                                                       |           |           |
| Previous experience in a reception or customer service role                                                                                                                             | ✓         |           |
| Experience of working in a school environment                                                                                                                                           |           | ✓         |
| <b>Skills</b>                                                                                                                                                                           |           |           |
| Ability to effectively communicate with a wide range of audiences and to provide a professional and effective reception service to all visitors, staff and students, and parents/carers | ✓         |           |
| Ability to respect and maintain confidentiality                                                                                                                                         | ✓         |           |
| Ability to use standard ICT packages including Microsoft Office                                                                                                                         | ✓         |           |
| Ability to work well under pressure and manage competing priorities                                                                                                                     | ✓         |           |
| Understanding of academy child safeguarding procedures                                                                                                                                  |           | ✓         |
| <b>Other</b>                                                                                                                                                                            |           |           |
| Satisfactory DBS check                                                                                                                                                                  | ✓         |           |