

# Person Specification

Receptionist



**MALTBYLEARNINGTRUST**  
Exceptional Experiences. Successful Lives.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths Grade A*-C or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use SIMS/ClassCharts</li> <li>First Aid training</li> <li>Safeguarding training</li> <li>Recognised qualification in Microsoft Word, Excel or European Computer Driving Licence</li> </ul>
<b>Experience, knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Ability to work effectively as part of a team</li> <li>Ability to promote a positive ethos and role model positive attributes and best practice</li> <li>Can evidence strong communication and interpersonal skills in a professional context with colleagues, community and/or young people.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of having worked in an educational environment</li> <li>Previous experience of working with young people</li> <li>Previous experience of reception duties</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Ability to use the Microsoft Office Suite</li> <li>Ability to communicate effectively and concisely</li> <li>Ability to stay calm under pressure</li> <li>Ability to meet deadlines</li> <li>Ability to be self-directed</li> <li>Good organisational skills</li> <li>Confidence to work with a wide range of people and abilities</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work flexibly to meet the needs of the Academy</li> </ul>
<b>Personal qualities and attributes</b>	<ul style="list-style-type: none"> <li>Ability to build effective working relationships with students, parents and colleagues</li> <li>High standards and expectations of self and others</li> <li>Flexibility in undertaking tasks</li> </ul>	
<b>Commitment to</b>	<ul style="list-style-type: none"> <li>Commitment to diversity and equality of opportunity in all working practices</li> <li>Personal continuous professional development</li> </ul>	
<b>Attendance</b>	<ul style="list-style-type: none"> <li>A good attendance record in current employment, (not including absences due to disability)</li> </ul>	