



PERSON SPECIFICATION RECEPTIONIST

	Essential	Desirable	How Assessed
Qualifications & Training There must be evidence that you...	<ul style="list-style-type: none"> • have GCSE English and Maths (Grade C or above) or equivalent • are numerate • have good written and speaking skills • are IT literate 		Application form & Certificates Interview
You must have experience of...	<ul style="list-style-type: none"> • working with people • working in a team • working on your own initiative • prioritising workload • organising work tasks • using Microsoft Office applications – Word, Outlook and internet access 	<ul style="list-style-type: none"> • accessing and data entry on excel spreadsheets • experience and knowledge of management a school MIS or other relevant software packages to be desirable. 	Application Form, Interview & References
You must have the ability to.....	<ul style="list-style-type: none"> • be personable and welcoming • be efficient and business like • relate to visitors, colleagues, parents and students (in person, by telephone and by email) • pay meticulous attention to detail • set high standards for yourself and the school environment • assist and support colleagues as workload dictates 		Interview & References
The job also requires you to...	<ul style="list-style-type: none"> • relate to and promote the ethos of the school • undertake training as required • be punctual • have excellent attendance * 		Interview & References *Reference following job offer