

PERSONNEL SPECIFICATION

Job Title	Receptionist
Band/Job Group	Band B
Hours/Weeks	30hrs per week Term Time Only
Special Conditions	
School	Yew Tree Primary School
Responsible to	School Business Manager/Head Teacher

Sickness Absence and Disability	A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).
Qualifications	Educated to GCSE Grade C in English & Maths (or equivalent)
Experience	Experience in a school office environment/other office environment Experience of computerised systems such as Microsoft Office Experience of dealing with people on the telephone/in person Use of management information systems (e.g. SIMs) Ability to prioritise own workload Experience of other software packages used in schools, e.g. website management, communication systems)
Training	Willing to attend relevant training Willingness to extend own knowledge and skills through a programme of CPD
Special Knowledge	Arbor (although training will be given) Microsoft Office Suite: Word, Excel

Circumstances	Ability to work when the school is open (Term Time working).
Disposition	Well organised and able to manage competing demands on time Self-motivated and ability to use initiative Approachable & focused on relationships with others Ability to work within a team High level of accuracy and attention to detail
Practical and Intellectual Skills	Excellent communication skills – written and verbal Keyboard skills Good spelling and grammar
Legal Requirements	Enhanced DBS Check for Regulated Activity