



# Hyde High School

Person Specification: School Receptionist Grade: D Working pattern: 20 hours per week (8:00am - 12:00pm), term time only		
Responsible to	Office Manager	
Core Role	To ensure the efficient and effective management of the school's busy main reception, acting as first point of contact for visitors and telephone enquiries using safeguarding principles and procedures at all times. The postholder will also provide general administrative support as required.	
		E = Essential, D = Desirable
Qualifications	5 GCSE grades A*-C (or equivalent) including <b>both</b> English and maths	E
Knowledge and experience.	Experience of working in a school environment.	D
	Experience of working with young people.	D
	Experience of using a relevant Management Information System.	D
	Experience of parental/client engagement.	D
	Experience of dealing with a variety of agencies and colleagues within a work setting.	D
Personal skills and qualities	A clear commitment to the safeguarding of children.	E
	A clear commitment to equal opportunities.	E
	Excellent administrative and organisational skills.	E
	Confident to work independently using self-motivated initiative.	E
	Ability to communicate in a confident, professional and confidential manner with all stakeholders.	E
	Ability to develop and maintain positive relationships with pupils and families.	E
	Excellent communication and interpersonal skills.	E
	Kind, compassionate and non-judgemental.	E
	Conscientious, hard-working and reliable.	E
	Resilient with a sense of humour and a positive outlook.	E
	Ability to work effectively within a team.	E
	Ability to work effectively within defined timescales.	E
	Ability to promote a positive ethos and to act as a role model.	E
	Ability to plan and organise own workloads and to work flexibly.	E
	Competent and confident in the use of ICT (Word, Excel, gmail)	E
Ability to maintain and produce accurate information and records.	E	
Ability to construct letters and reports that are clear, concise and appropriate to the needs of the recipient.	E	
Knowledge of first aid.	D	
A proven record of excellent attendance and punctuality.	E	
A willingness to learn new skills and to undertake further professional development.	E	