



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	✓	
Experience		
Previous experience in a reception or customer service role	✓	
Experience of working in a school environment		✓
Skills		
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		✓
Other		
Satisfactory DBS check	✓	