

Rimon Jewish Primary School



Person Specification: School Receptionist

	Essential	Desirable
Qualifications	<p>Good basic education to GCSE standard or equivalent including at least a C or above English & Mathematics.</p> <p>A commitment to further continuous professional development.</p> <p>A willingness to undertake and maintain first aid training</p>	<p>A Levels or further education qualifications.</p> <p>Additional and relevant qualifications/courses of study.</p> <p>Evidence of continuous professional development.</p> <p>First aid training</p>
Experience	<p>Previous experience in school office administration.</p> <p>Good knowledge of IT with previous experience of Microsoft Office.</p> <p>Working as part of a team</p> <p>Working under pressure to clear deadlines</p>	<p>Previous experience using school information / database management systems specifically Scholar Pack</p> <p>Establishing new management systems or processes.</p> <p>Involvement in wider school life.</p>
Knowledge and understanding	<p>The extent and nature of the role and the versatility required to fulfil it.</p> <p>An understanding of and commitment to equal opportunities and the ability to implement this across all areas of work.</p> <p>An understanding of Health and Safety in the workplace and how this applies.</p> <p>The roles and responsibilities of teachers, support and office staff within a school.</p>	<p>Knowledge of procedures required to safeguard children</p> <p>Knowledge and understanding of school office working practices.</p> <p>Knowledge of the Hebrew Alphabet.</p> <p>Knowledge of the Jewish calendar (annual festivals events).</p> <p>Knowledge of the Jewish life-cycle and the customs associated with it.</p>
Skills	<p>Ability to work using own initiative, and as part of a team.</p>	

Rimon Jewish Primary School – Office Receptionist

	<p>Excellent administration and organisational skills in a busy environment to manage and prioritise workloads.</p> <p>Ability to communicate clearly, accurately, politely and helpfully with staff, governors, children, parents, visitors and contractors in order to provide a welcoming point of contact at all times for people who come into, call or email the school.</p> <p>Excellent verbal and written communication skills with proficient English spelling and grammar.</p> <p>Competent numeracy skills particularly in regard to calculating percentages.</p> <p>Work effectively and efficiently under pressure.</p> <p>Ability to identify own training and development needs and cooperate with means to address these.</p>	
Beliefs, Attitudes, Partnership and Community Commitment	<p>A belief and understanding that the efficient and smooth running of the school administration has the ultimate aim of enhancing the school's educational provision and ultimately raising pupil outcomes.</p> <p>A commitment and ability to work closely with all staff in the promotion of the ethos, values & objectives of the school.</p> <p>A desire to establish and develop close relationships with parents, governors and the community.</p> <p>High aspirations for and expectations of all pupils and staff, with a low tolerance of underachievement and unacceptable behaviour.</p> <p>A belief in a welcoming and inclusive school with a strong nurturing ethos that engenders trust and confidence whilst promoting achievement and enjoyment.</p>	

Rimon Jewish Primary School – Office Receptionist

	Commitment to accuracy and efficiency.	
Safeguarding children	Suitability to work with children. A commitment to safeguarding and promoting the welfare of all children.	An understanding of school safeguarding processes and procedures and the role the School Receptionist has within these.
Personal characteristics	<p>Polite, discreet and confidential.</p> <p>The respect and belief in the value of children together with a desire of being able to make a difference to their lives.</p> <p>The ability to be a role model to the children.</p> <p>An approachable, supportive and encouraging manner.</p> <p>The ability to work well with colleagues as part of a team and develop positive working relationships within the whole school community.</p> <p>Purposeful with the ability to work under pressure, work to deadlines and stay calm.</p> <p>A keen interest in school life.</p> <p>Self-reflective with a commitment to personal growth and self improvement.</p> <p>Patient and empathetic to both pupils and colleagues.</p> <p>Enthusiastic, well organised, flexible and resourceful.</p> <p>A willingness to learn new skills and to undertake a variety of roles when needed.</p> <p>A cheerful, friendly and pleasant disposition.</p>	

Sara Keen Updated Nov 2018