

## PERSON SPECIFICATION: Receptionist

Qualifications	Essential	Desirable
GCSEs English and Maths at C or above grade or equivalent	*	
<b>Knowledge and Skills</b>		
Experience of working in a school or SEN environment		*
Experience in Arbor data system		*
Experience of working collaboratively as part of a team	*	
Good IT skills e.g. good knowledge of Word & Excel packages, email, internet	*	
Good listening, written & verbal communication skills	*	
Capable of working under pressure	*	
Ability to organise and prioritise own workload effectively to meet deadlines	*	
Ability to be proactive, self-motivated and uses own initiative	*	
Flexible and adaptable	*	
Able to establish good relationships	*	
A caring and patient approach	*	
Able to tackle problems/issues proactively	*	
Sense of humour & friendly	*	
Ability to maintain confidentiality at all times	*	
Ability to multi task and remain calm	*	
Good interpersonal skills with empathy to the needs of others	*	
Willing to undertake further training	*	
<b>Experience:</b>		
<ul style="list-style-type: none"> <li>Experience of working within a reception or office environment.</li> </ul>	*	
<b>Other requirements:</b>		
<ul style="list-style-type: none"> <li>The post holder will be expected to undertake an enhanced DBS enhanced check as part of the recruitment process.</li> <li>A commitment to safeguarding and promoting the welfare of children and young people.</li> </ul>		