

**PERSON SPECIFICATION
RECEPTIONIST**



	ESSENTIAL	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Experience in the use of office equipment, and computer skills in word processing and databases • Previous experience in a front facing customer services role 	<p>Application form References</p>
Qualifications	<ul style="list-style-type: none"> • GCSE (or equivalent) in English and Maths • First Aid at work certificate or willingness to undertake 3-day training • Willingness to undertake other relevant training as required 	<p>Application form References Interview and certificates</p>
Skills and Abilities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills <p>Ability to:</p> <ul style="list-style-type: none"> • prioritise workload • work quickly in order to process a large volume of work • respond to conflicting demands in an appropriate manner • liaise with students, staff, parents and visitors • use own initiative and discretion • understand safeguarding in a school setting 	<p>Interview process References</p>
Other factors	<ul style="list-style-type: none"> • Enthusiastic attitude • Organised and practical • Helpful, friendly and diplomatic manner • DBS clearance at Enhanced level • Sympathetic manner with students • Must be able to work the specified hours 	<p>Interview process References</p>