

Fladbury VA CE Primary School and Preschool School Receptionist Person Specification

	Essential	Desirable
Qualifications		
Educated to a good standard, evidence of English and Maths qualifications	✓	
Digital confidence, including use of Class Dojo and willingness to engage with AI tools responsibly	✓	
Experience		
Experience in an administrative or front-of-house role	✓	
Experience working in a school environment		✓
Experience of Microsoft Office, Excel	✓	
Knowledge of school information systems and experience of SIMS software		✓
Professional Skills, Abilities and Personal Qualities		
Excellent organisational skills and the ability to prioritise in a busy environment	✓	
Excellent communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Be able to adapt as the situation arises	✓	
Must demonstrate the ability to maintain confidentiality at all times and handle sensitive information	✓	
Accurate maintenance of various record keeping and filing systems	✓	
Safeguarding Training		
Valid First Aid qualification, or willingness to undertake training		✓
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Enhanced DBS	✓	
Other Requirements		
Commitment to uphold Christian Values and school ethos	✓	
A caring, child-centred approach aligned with our school values	✓	
Commitment to uphold school policies	✓	
Record of good attendance and timekeeping	✓	
Willingness to undertake further work-related training	✓	