



St Andrew's C of E First School

Person Specification – Receptionist

	Essential	Desirable
<u>Knowledge & Experience</u>		
Ability to cope with periods of pressure, work flexibly and proactively	✓	
Accept the need for continuing development and training	✓	
Experience of working in an office environment	✓	
Recent and relevant experience in reception work in a school setting		✓
Recent up to date knowledge of local & national education		✓
Experience of working with children		✓
<u>Skills & Abilities</u>		
Excellent communicator with adults and children	✓	
Professional, polite, calm & friendly telephone manner	✓	
Good IT skills, including typing, emails, spreadsheets and database management	✓	
Flexibility and the ability to work as part of a team	✓	
Ability to listen and carry out instructions	✓	
Takes pride in work and delivers high quality outcomes	✓	
Ability to work under pressure and meet deadlines	✓	
Ability to work independently, showing initiative and maintaining confidentiality at all times	✓	
Ability to demonstrate diplomacy, tact and initiative	✓	
Well organised and efficient time manager, able to organise own workload	✓	
Knowledge of SIMS and other school-based IT systems		✓
<u>Additional Factors</u>		
The English fluency duty applies to this post, the postholder must have the ability to support pupils and staff and communicate with parents/carers through fluent and accurately spoken English	✓	
Enthusiasm, energy and commitment	✓	
A commitment to safeguarding & promoting the welfare of children and young people	✓	
A willingness to undertake additional training, keep up to date with developments and changes in good practice	✓	
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	✓	
An excellent attendance and punctuality record	✓	
GCSE English and Maths*	✓	
Higher Education Qualification*		✓
Current First Aid Qualification*		✓
Enhanced DBS check	✓	

Contra Indications

Criminal convictions involving offences against children	x	
Fraud or bankruptcy	x	

Notes

*Candidates attending interview will be expected to bring evidence of their qualifications

- The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.
- The job description is not a comprehensive definition of the post and you may be required to undertake such tasks appropriate to the level of appointment as the line manager may reasonably require. It may be reviewed annually or earlier if necessary.