



PERSON SPECIFICATION

ROLE: Support Staff - Receptionist

	Attributes	Essential	Desirable	How Assessed
Qualifications	Educated to GCSE/O Level Standard, including Maths and English at Grade C	/		A/R
Experience	To have written and interpersonal communication skills	/		A/R/I
	The ability to prioritise work	/		A/R/I
	Previous experience of working in a customer service environment		/	A/R/I
	Experience of working in a school environment		/	A/I/R
Skills	Good Level of computer literacy	/		A/R/I
	Excellent communication skills	/		A/R/I
	Very good organizational skills	/		A/R/I
	The ability to think, act flexibly and work under pressure	/		I
	Always maintaining confidentiality of sensitive information	/		I
Personal Qualities	Excellent telephone manner	/		I
	To anticipate and act upon visitors needs and requirements	/		A/I
	Ability to build and maintain successful relationships with pupils and staff and a total commitment to safeguarding	/		I
	To be committed to an honest, helpful, hardworking approach	/		I/R
	A very good record of attendance and punctuality	/		R

KEY: A =Application; R = Reference; I = Interview