

PERSON SPECIFICATION

JOB TITLE:

Receptionist

Attributes	Essential	Preferred
Education/Qualifications	<p>Educated to GCSE level with English at Grades A* - C or equivalent</p> <p>Word Processing RSA II or equivalent</p>	RSA III in Word Processing
Experience	Previous experience of clerical work	<p>Experience of working in a school office</p> <p>Experience of word processing packages eg Word</p>
Skills/Knowledge/Aptitude	<p>Good interpersonal skills</p> <p>Good organisational skills</p> <p>Ability to work as part of a team and to use initiative when required</p> <p>Ability to cope with conflicting demands, deadlines and interruptions</p> <p>Ability to maintain confidentiality at all times</p>	
Motivation	<p>Willingness to be flexible</p> <p>Willingness to undertake further training as appropriate</p>	
Physical		
Other	<p>Willingness to undertake First Aid training</p> <p>Must be fluent in the English language in accordance with the Immigration Act 2016</p>	<p>Current First Aid Certificate</p> <p>Assessed in interview</p>