

Person Specification Pupil Receptionist

Qualifications	<ul style="list-style-type: none">• GCSE in English and Maths• First Aid Qualification
Experience	<ul style="list-style-type: none">• Working in an office environment• Computer literate• First Aid
Skills and Knowledge	<ul style="list-style-type: none">• Excellent attention to detail• Excellent literacy/numeracy skills• Competent use of IT packages including word processing, and MIS systems• Ability to use relevant office equipment effectively• Ability to plan, organise and prioritise
Personal Qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• A good telephone manner• Embraces change well