



## PERSON SPECIFICATION

### Pupil Receptionist

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