

Person specification

Receptionist

Attributes	Essential	Desirable	How identified
Qualifications	GCSE A* - C Maths and English or equivalent		Application Certification
Experience	<p>Reception and administrative experience</p> <p>Able to deal appropriately and sensitively with confidential information</p> <p>Ability to manage own workload</p> <p>Ability to meet deadlines and key performance indicators</p> <p>The ability to work without direct supervision and as a member of a team</p>	<p>Working in a Multi Academy Trust or education organisation</p> <p>First Aid qualification / willingness to undertake qualification</p>	<p>Application</p> <p>Interview</p> <p>Reference</p>
Knowledge and skills	<p>High degree of competence and confidence in using MS Office - Word, Outlook and Excel</p> <p>Excellent communication skills and able to liaise effectively with all stakeholders.</p> <p>Excellent organisational and presentation skills</p> <p>Problem solving and analytical skills</p>	<p>Knowledge of Keeping Children Safe in Education</p> <p>Able to provide medical advice and awareness of legislation</p>	<p>Application</p> <p>Interview</p> <p>Reference</p>
Character	<p>Strong moral purpose and drive for continuous improvement</p> <p>Is a self-starter who is proactive in improving the performance their area of responsibility</p> <p>Collaborates with other teams to drive performance improvement across the organisation</p> <p>Good team player</p> <p>Strong attention to detail</p> <p>Able to deliver what they say they will and to meet deadlines</p>		<p>Application</p> <p>Interview</p> <p>Reference</p>