



PERSON SPECIFICATION

Receptionist

Category	Essential	Desirable
QUALIFICATIONS		
GCSE English and Maths (or equivalent)	*	
ECDL		*
EXPERIENCE		
IT Skills in Microsoft Office, Excel, Word	*	
Previous experience of working with young people		*
Previous experience of working in a school		*
Experience of working with [SIMS/Integris]		*
SKILLS		
Good interpersonal and communication skills	*	
Good telephone manner	*	
Ability to take minutes	*	
Ability to organise and prioritise	*	
Ability to maintain resilience, understanding and positive thinking	*	
Ability to use initiative	*	
QUALITIES & APTITUDE		
Sense of humour	*	
Ability to be an active and full member of a team	*	

Commitment to staff development	*	
Empathy for young people	*	

Authentic Education Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974