



Arden/Park Hall Partnership



PERSON SPECIFICATION - RECEPTIONIST

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	5 GCSE (or equivalents) at C grade and above	GCSE English and Maths Level 2 qualifications Level 3 qualifications Evidence of further personal and professional training development and how this has been applied. First Aid Certificate
Skills & Abilities	Excellent communication skills with the ability to work effectively with and relate to: Staff in school Colleagues Parents Young People Good written and organisational skills Ability to meet deadlines Ability to work with calmness and empathy when under pressure	Excellent IT skills
Experience	Extended experience of working in an educational environment A detailed understanding of working with children and young people	
Knowledge	Knowledge of school systems and procedures	
Competencies	Work to deadlines Show initiative Work individually and as team member Work under pressure	Problem solver
Other Requirements	Willingness to undertake relevant training To be approachable	Demonstrates integrity, warmth, creativity and good humour



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