

THE CHERWELL SCHOOL

A Centre of Opportunity

Person Specification: Receptionist

Experience	<ul style="list-style-type: none">• General clerical/administrative work• Have experience of working in an office environment – essential• Have experience of working in a school – desirable
Qualifications/ Training	<ul style="list-style-type: none">• Induction/basic skills• Good numeracy skills
Knowledge/Skills	<ul style="list-style-type: none">• Appropriate knowledge of first aid• Good understanding and ability to use relevant technology eg. photocopier• Keyboard skills• Participate in development and training opportunities• Ability to relate well to children and adults• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these• Must be able to multi-task and juggle priorities
Skills and Attributes	<ul style="list-style-type: none">• Must be a team player and reliable.• Be calm under pressure of deadlines and have good organisational skills• Literacy skills
Personal Qualities	<ul style="list-style-type: none">• Be friendly, conscientious, have an eye for detail and have a good personable nature

November 2017