



# Kington St. Michael C.E. Primary School

## Personal Specification for a School Receptionist

Requirements	Essential	Desirable
Skills	<ul style="list-style-type: none"> <li>• Can work as part of a team</li> <li>• Is able to work under direction</li> <li>• Is able to work confidently in a busy office environment</li> <li>• Good ICT skills, including knowledge of Microsoft Word and Excel</li> <li>• Experience using PowerPoint and Publisher programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with SIMS</li> <li>• Experience working in a school</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Can manage time and prioritise workload</li> <li>• Can communicate clearly, kindly and accurately, with staff, children, parents, visitors and contractors in person and over the telephone</li> <li>• Is able to remain calm and positive when working under pressure</li> <li>• Can provide a welcoming first point of contact at all times</li> <li>• Is able to work effectively and efficiently under pressure</li> <li>• Can support and enthuse pupils, colleagues and parents</li> <li>• Can be a good role model to children and colleagues</li> <li>• Can make accurate judgements of situations and refer these to other staff, if necessary</li> <li>• Can recognise and respect, the confidentiality of information</li> <li>• Is able to undergo further training, when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric First Aid training</li> </ul>
Qualities:	<ul style="list-style-type: none"> <li>• Friendly and approachable to children, parents and colleagues</li> <li>• Good organisational skills</li> <li>• A great team player</li> <li>• An excellent organiser and super-sorter</li> <li>• Adaptable and resourceful</li> <li>• A genuine and warm hearted</li> </ul>	



**Qualifications:**

- Minimum of 5 GCSEs or equivalent
- Administrative training or qualification
- A levels
- Foundation Degree Preferable

The successful applicant will undergo a DBS check and reference checks. The post will be offered subject to these checks and confirmed once they have been completed.