

PERSON SPECIFICATION

Attributes	Essential	Desirable
QUALIFICATIONS & TRAINING	<p>Good standard of general education in English and Maths – GCSE or equivalent.</p> <p>Good written and verbal communication skills.</p> <p>Good IT competency in Microsoft office packages.</p> <p>Good numeracy skills.</p> <p>Good level of relevant training.</p>	A-Level qualifications
KNOWLEDGE & EXPERIENCE	<p>Working with people in a welcoming manner.</p> <p>Experience of using computerised systems (SIMS, databases).</p> <p>Experience of using Microsoft Office packages.</p> <p>Experience of operating as a receptionist.</p> <p>Experience of working effectively on own initiative without close supervision and organising own workload to meet deadlines.</p>	Experience of school office based work
COMPETENCIES & PERSONAL SKILLS	<p>Ability to act with discretion and maintaining confidentiality.</p> <p>Ability to work as part of a team.</p> <p>Ability to work in highly pressurised environment. Effective communication skills, both verbal & written.</p> <p>Eye for detail and committed to accuracy.</p> <p>Ability to relate to adults & children of all ethnic & cultural groups.</p> <p>Good organisational skills to meet demands & deadlines of the role.</p>	Any second language, verbal and written.
OTHER JOB SPECIFIC REQUIREMENTS	<p>Commitment to the Council’s Customer Care Standards.</p> <p>Ability to work flexibly.</p>	
DISQUALIFYING FACTORS	<p>Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the council’s Equal Opportunities Policy.</p>	