

Saint Joseph's Catholic School

Person Specification for Student Receptionist

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>
Qualifications	<ul style="list-style-type: none"> • Good educational background including competence in English and maths 	<ul style="list-style-type: none"> • 5 GCSE passes including English and maths
Experience	<ul style="list-style-type: none"> • Good word processing skills • Experience of multi-tasking in what can be a pressurised environment at times 	<ul style="list-style-type: none"> • Experience in a similar role • Experience of working with young people
Knowledge and Skills	<ul style="list-style-type: none"> • Good communication skills, particularly on the telephone as well as face to face. • Ability to work under pressure • Competent in the use of technology e.g. computers, photocopiers 	<ul style="list-style-type: none"> • Current First Aid certificate (or willingness to train)
Commitments	<ul style="list-style-type: none"> • Sympathetic to Catholic values • Committed to safeguarding and promoting the welfare of children 	
Personal Qualities	<ul style="list-style-type: none"> • Clear headed and unflappable when under pressure • Polite, cheerful and assertive if necessary when dealing with students and members of the public • Flexibility to work as part of a small team, helping out when required • Adaptable • Respects confidentiality 	