

KINGSLEA PRIMARY SCHOOL



Person Specification RECEPTIONIST

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none">• Good standard of English & Maths	<ul style="list-style-type: none">• Additional qualifications in administration or customer service
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none">• Experience using software including Microsoft Office (Word, Excel & Outlook)	<ul style="list-style-type: none">• Previous experience in a receptionist or administrative role• Previous experience in an educational setting
SKILLS & ATTRIBUTES	<ul style="list-style-type: none">• Excellent communication and interpersonal skills.• Ability to communicate effectively, both orally and in writing• Strong organisational and time management skills.• Ability to work independently and as part of a team.• Friendly, approachable, and professional demeanor.• High level of accuracy and attention to detail.• Ability to handle sensitive information with discretion and maintain confidentiality.• Self-management skills – i.e. the ability to prioritise and delegate, good time management, the ability to work under pressure, be self motivated, display enthusiasm, commitment, stamina & energy in the role• Ability to interact well with both children and adults alike	