

Person Specification

Job Title	Receptionist – Primary Campus		
School	Seven Kings School (Primary)	Salary	LBR4
Selection Criteria			
Education and Qualifications:			
<ul style="list-style-type: none"> ▪ Evidence of significant training and experience and continuous professional development relevant to the post (Essential) 			
Experience and Training:			
<ul style="list-style-type: none"> ▪ A proven record of success in administration (Desirable) ▪ Experience of working with a range of partners including parents and agencies to deliver agreed outcomes (Essential) ▪ Commitment to continual further professional development (Essential) ▪ Commitment to the well-being and safeguarding of children by adhering to school policy and procedure (Essential) ▪ Successful experience of working collaboratively and planning within a team (Essential) 			
Knowledge, understanding and skills:			
<ul style="list-style-type: none"> ▪ Knowledge and understanding of a range of IT systems and how they can be used effectively to support learning and school improvement (Essential) ▪ An ability to use a range of ICT packages to produce documents, spread sheets and analysis of data reports (Desirable) ▪ Excellent verbal and written communication skills; excellent organisation skills; excellent time management skills (Essential) ▪ The ability to work independently and as part of a team, with parents, professional bodies and young people in a confidential setting (Essential) 			
Personal qualities (Essential):			
<ul style="list-style-type: none"> ▪ Strong personal values and motivation to lead in line with the ethos Seven Kings School ▪ Strong and personal values around the inclusion agenda and equal opportunities ▪ Organised ▪ Ability to keep calm under pressure ▪ Ability to work well in a team, and independently ▪ Unconditional positive regard for young people ▪ Excellent inter-personal skills in dealing with highly confidential information; evidence of effective relationships with students, parents and colleagues ▪ An enthusiasm for the post and ability to motivate and inspire pupils, staff, parents / carers and Governors ▪ A high level of commitment to the school and its continuing development ▪ Flexibility and the ability to balance priorities and absorb pressure on a daily basis ▪ An understanding of the need for confidentiality and discretion when dealing with sensitive matters 			
General (Essential):			
<ul style="list-style-type: none"> ▪ Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection ▪ To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care ▪ Comply and assist with the development of procedures relating to child protection, health, safety and security, confidentiality and data protection ▪ Be responsible for own health and safety as well as that of colleagues, students and the public 			