

Job title	Office Receptionist
Department	Main School and Sixth Form
Prepared by and date	Jane Doyle - July 2024

Employee Specification Form

Key to Assessment Methods: A - Application, I - Interview, R - References

Factors	Personal Attributes	Stage Identified
Qualifications	Essential	A
	<ul style="list-style-type: none"> GCSE Maths and English Grade A-C/9-4 or equivalent. 	A
	Desirable	A
Experience	<ul style="list-style-type: none"> ICT - Word, Excel. 3-day First Aid Qualification. 	A
	Essential	A
	<ul style="list-style-type: none"> Experience of working within in a busy office environment. 	A
Knowledge, Abilities and Skills	Desirable	A/I
	<ul style="list-style-type: none"> Experience of working within a school office setting. Experience of working with direct contact with parents/legal guardians, visitors and students. Experience of communicating with a wide range of staff. 	A/I
	Essential	A/R
Personal Qualities, Attitude and Behaviours	<ul style="list-style-type: none"> Good numeracy/literacy skills. Good organisational and time management skills. Proficient in the use of ICT software. A sound knowledge of Health & Safety. A knowledge of child protection and safeguarding. Ability to relate to children and adults. Display commitment to the protection and safeguarding of children and young people. 	A/R
	Desirable	A/R/I
	<ul style="list-style-type: none"> A knowledge of IT equipment and school software packages, e.g. SIMS, Arbor, Edulink First Aid Certificate and experience. 	A/R/I
Personal Qualities, Attitude and Behaviours	Essential	A
	<ul style="list-style-type: none"> Ability to work under pressure and determination to succeed. Commitment to self-evaluate learning needs and actively seek learning opportunities. Excellent communication skills. An ability to work as part of a team. Desire to involve themselves in the wider life of the school. A positive outlook, well-motivated, enthusiastic and energetic. Patience, resilience and a sense of humour. 	A
		A/R/I

Safeguarding requirements:

Hilbre High School are committed to safeguarding and promoting the welfare of children and young people. This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

Any offer of employment will be subject to the receipt of a satisfactory Enhanced DBS disclosure with a child barred list check, receipt of references and successful completion of vetting procedures. It is an offence to apply for this role if candidates are barred from engaging in Regulated Activity relevant to children.