

**EMPLOYEE SPECIFICATION FORM**

School Office Receptionist

Main Office

Prepared by: D Fegan | Date: July 2026

Factors	Personal Attributes	Stage Identified
Qualifications	Essential • GCSE Maths and English Grade A*-C/9-4, or equivalent. • Commitment to continuous professional development. Desirable • Administrative qualification/word processing qualification.	Application Form
Experience	Essential • Experience of working within a school or office setting and dealing with parents/legal guardians, students and external agencies in a professional and sensitive manner. • Experience of composing letters and communications. Desirable • Experience of using Arbor and CPOMS.	Application Form/ References/ Interview
Knowledge, Abilities and Skills	Essential • Good numeracy/literacy skills. • To be able to deal with regular interruptions and work under pressure. • To work with minimal supervision and to act on your own initiative, producing accurate work. • Able to use technology, including computers. • Sound knowledge of Health & Safety and Safeguarding. • Ability to relate to children and adults. • Display commitment to the protection and safeguarding of children and young people. Desirable • Understanding of data protection, confidentiality and GDPR.	Application Form/ References/ Interview
Personal Qualities, Attitude and Behaviours	Essential • Ability to work under pressure and determination to succeed with flexibility and an adaptable approach to work. • Excellent communication and organisational skills. • An ability to work as part of a team. • Desire to involve yourself in the wider life of the school. • Commitment to improvement and professional development. • A positive outlook, well-motivated, enthusiastic and energetic. • Patience, resilience and an ability to deal confidently and diplomatically with challenging situations/conversations.	Application Form/ References/ Interview

Safeguarding Requirements:

Hilbre High School is 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.