

## Haydock High School



### Person Specification – Receptionist

Area	E= Essential D= Desirable	Where Measured A – Application I – Interview
<b>Education and Qualifications</b>		
<ul style="list-style-type: none"> <li>• Good standard of numeracy and literacy.</li> </ul>	E	A
<ul style="list-style-type: none"> <li>• Excellent written communication skills.</li> </ul>	E	A
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Previous experience of working in a busy office.</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Experience of working with SIMS.</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Experience of working in a school.</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Working under pressure to tight deadlines.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Provision of data in a user friendly format.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Handling, analysing and evaluation data.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Working collaboratively with other colleagues in school.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• IT experience including using Microsoft Office packages.</li> </ul>	E	A/I
<b>Skills and Abilities</b>		
<ul style="list-style-type: none"> <li>• Ability to work calmly and with patience.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Good punctuality and attendance</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Ability to work as part of a team and also individually.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Encourage high standards of pupil behaviour.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Awareness of the need for confidentiality.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Good communication skills.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Organisation and prioritisation skills.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Excellent time management.</li> </ul>	E	I
<b>Other</b>		
<ul style="list-style-type: none"> <li>• Willingness to undertake training as required.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Excellent attendance and punctuality.</li> </ul>	E	I