The Vale Federation of Schools
Person Specification

Inspire - Enable - Achieve

School Name:	Stocklake Park School
Post:	Receptionist

Factors	Essential	Desirable	Assessment Method
Qualifications	GCSE 's Grade C or above or equivalent, including English Language and Maths	Current, clean and full UK Driving License First Aid in Schools or Paediatric First Aid NVQ in Administration	Certificates at interview
Experience & Knowledge	Working effectively in reception or similar setting/role Experience of using a telephone system Proven record of good IT skills including Microsoft Packages (Word, Excel, Sharepoint, Outlook) to be able to create documents and spreadsheets and create, send and respond to emails Experience of having good organisational skills and ability to prioritise own workload Experience of working constructively as part of a wider team, and independently Understanding school roles and responsibilities and your own position within these Experience of working with confidential and sensitive information Awareness of GDPR and your responsibilities as part of this post Experience of using office equipment such as photocopier,	Experience of working in a school environment Working knowledge of Arbor	Application form References Interview

	scanner and laminator		
Personal Qualities	Strong oral and written communication skills being able to deal confidently and sensitively with a wide range of people Ability to multi-task and keep calm and focused under pressure, with a mature and unflustered attitude Consistently demonstrates excellent timekeeping and reliability in a fast-paced environment Being pro-active and self-motivated Flexible and adaptable with regard to working at other sites across the Federation Awareness of when to use own initiative and when to check, taking ownership of tasks Ability to question and clarify information A calm, courteous, friendly but professional approach Smart personal appearance and dress Personal stamina and resilience including a good record of attendance Respect for others and valuing diversity A commitment to safeguarding and promoting the welfare of children and young people		References Interview

The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check and have a cleared Enhanced Disclosure & Barring check. An online search (including social media checks) will be carried out for all shortlisted candidates as part of our recruitment process.