



PERSON SPECIFICATION	
JOB TITLE	Receptionist
DEPARTMENT/SECTION	Support Staff

**SAFEGUARDING:**

*Forest School is committed to safeguarding and promoting the welfare of children.*

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS:</b>		
<ul style="list-style-type: none"><li>• Minimum of 5 GCSEs including Maths &amp; English</li><li>• Educated to A-Level standard or higher</li></ul>	X	
<b>EXPERIENCE:</b>		
<ul style="list-style-type: none"><li>• Experience of working in an office environment</li><li>• Experience of working in a school</li><li>• Switchboard experience</li><li>• Working with pupils aged 4-18</li></ul>	X	X X X
<b>KNOWLEDGE &amp; SKILLS:</b>		
<ul style="list-style-type: none"><li>• Sound command of written and spoken English</li><li>• Good digital literacy and competency in O365</li><li>• Knowledge of iSAMS</li></ul>	X X	X
<b>PERSONAL COMPETENCIES &amp; QUALITIES:</b>		
<ul style="list-style-type: none"><li>• Professional appearance and approach with excellent interpersonal skills</li><li>• A confident telephone manner</li><li>• Good organisational skills and ability to prioritise and manage a range of tasks</li><li>• Ability to keep calm and work under pressure</li><li>• Enthusiasm and willingness</li><li>• Accurate, with attention to detail</li><li>• Integrity and drive</li></ul>	X  X X X X X	