



## Receptionist – Person Specification

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment (suggested)
<b>QUALIFICATIONS/TRAINING</b>		
Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification.	D	AF
NVQ Level 3 in Administration or equivalent qualification or experience.	E	AF + I
<b>EXPERIENCE</b>		
Experience of clerical/administrative/financial work.	D	AF + I
Knowledge of relevant policies/codes of practice and an awareness of relevant legislation.	D	AF + I
Appropriate knowledge of First Aid.	D	AF + I
Basic awareness of inclusion, especially within a school setting.	E	AF + I
<b>SKILLS/KNOWLEDGE/APTITUDES</b>		
<b>Communication &amp; Influence</b> Actively listens to what others have to say and gains support for own opinion. Asks open questions and ensures that there is no confusion or ambiguity to the listener. Ensures own case is consistent when seeking support.	E	AF + I
<b>Team working</b> Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.	E	AF + I
<b>Organisational awareness</b> Keeps up-to-date on changes/new developments in own and other areas of the schools activities and their impact on the schools performance.	E	AF + I
<b>Adaptability</b> Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.	E	AF + I



<b>Use of technology</b> Is able to use and understands the purpose of Information Communication Technology (ICT) and is able to use it for routine and pre-set purposes. Is able to share skills and knowledge with colleagues and has a willingness to remain proficient as the technological needs of the school change.	E	AF + I
<b>Professional Values and Practice</b> Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration.	E	AF + I
Ability to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice.	E	AF + I
Ability to improve own practice through observations, evaluation and discussion with colleagues.	E	AF + I
<b>SPECIAL REQUIREMENTS</b>		
Requirement to complete Support Staff Induction Programme.	E	I
Requirement to complete Appointed Persons First Aid at Work training.	E	I

## Application and Interview Process

Candidates are asked to email completed application forms to [recruitment@stanleyhigh.co.uk](mailto:recruitment@stanleyhigh.co.uk). The application form should be downloaded and submitted electronically by 9am on Monday 15<sup>th</sup> April 2024.

Interviews are expected to be held WB 22<sup>nd</sup> April 2024.

***Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.***

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.