



Bishop Chadwick
Catholic Education Trust



**ST ANTHONY'S GIRLS' CATHOLIC ACADEMY
PERSON SPECIFICATION**

POST TITLE: Receptionist

GRADE: Grade 1 SCP 3 – 4 or Real Living Wage whichever is the higher

| | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|-------------------------------------|---|---|---|
| Educational Attainment | <ul style="list-style-type: none"> GCSE English and Maths, Grade C or above | | <ul style="list-style-type: none"> Application Form Certificates |
| Work Experience | <ul style="list-style-type: none"> Experience of general reception / administrative duties; Experience of communicating with various stakeholders Experience of IT packages, including Outlook and a management information system | <ul style="list-style-type: none"> Experience of working in a school | <ul style="list-style-type: none"> Application Form Interview References |
| Knowledge/ Skills/ Aptitudes | <ul style="list-style-type: none"> Good communication skills Good customer service skills Good interpersonal skills | | <ul style="list-style-type: none"> Interview References |
| Disposition | <ul style="list-style-type: none"> Able to cope under pressure Flexible approach to work Committed to the principles of equality and diversity Able to work well as part of a team as well as alone | | <ul style="list-style-type: none"> Interview References |
| Circumstances | <ul style="list-style-type: none"> Enhanced Disclosure from the Disclosure and Barring Service | | DBS Check |