

Aston Fields Middle School

Receptionist – Scale 1

Person Specification

Aston Fields Middle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> GCSE Maths and English at grade C or above 	
Experience / knowledge	<ul style="list-style-type: none"> Ability to cope with periods of pressure, work flexibly and proactively Accept the need for continuing development and training An interest in education and working within an educational environment 	<p>Recent and relevant experience in reception work in a school setting.</p> <p>Recent up to date knowledge of local & national education.</p> <p>Experience of working with children.</p>
Skills and Abilities	<ul style="list-style-type: none"> Excellent communicator Professional, polite, calm & friendly telephone manner. Good IT skills. Ability to listen and take instructions. Has pride in work and delivers high quality outcomes. Ability to work under pressure and meet deadlines. Ability to work on own, showing initiative and maintaining confidentiality at all times. Well organised and efficient time manager, able to organise own workload. 	<ul style="list-style-type: none"> Knowledge of Bromcom and other school-based IT systems
Additional Factors	<ul style="list-style-type: none"> The English fluency duty applies to this post. The postholder must have the ability to support pupils and staff and communicate with parents/carers through fluent and accurately spoken English Flexibility and the ability to work as part of a team Enthusiasm, energy and commitment A commitment to safeguarding & promoting the welfare of children and young people A willingness to undertake additional training, keep up to date with developments and changes in good practice Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity An excellent attendance and punctuality record DBS Check 	