



## ST. JOAN OF ARC Catholic School

### PERSON SPECIFICATION

#### RECEPTIONIST

	ESSENTIAL	DESIRABLE
Qualifications	Good standard of general education preferably up to A level, or equivalent	Secretarial qualifications
Previous Work	Experience of working in an administrative role	Experience of working as a receptionist  Experience of working in a school setting
Professional Skills & Experience	A competent IT user  Communication and interpersonal skills  Administration and organisational skills	
People Skills	Ability to work as member of a team and independently	
Other Personal Qualities	Friendly, discreet, respectful of the need for confidentiality, responsible and reliable  Ability to work with a minimum of supervision  Ability to deal with conflicting demands and to work flexibly  Capacity to remain calm and to cope with the unexpected  Ability to work in a busy environment and under time pressure  Ability to organise one's time, to prioritise and to meet deadlines	