

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Receptionist

REFERENCE: AAAE5151

GRADE: 3

RESPONSIBLE TO: Office & Marketing Manager

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications		Good level of general education GCSE English C Grade or higher or equivalent	Application Interview
Experience	Previous Administrative Experience in a School Previous Reception experience	Previous Administrative Experience	Interview
Job Related Knowledge	Experience of using Arbor Experience of using Excel	Use of Microsoft Office Use of e-mail and the Internet Willingness to undertake First Aid Training	Application Interview
Skills and Aptitudes		Ability to work in an organised and methodical manner Ability to convey straightforward information clearly and accurately (orally and in writing) to colleagues, students, parents and visitors Flexible and willing to take on a range of administrative tasks to support the team as required Ability to work effectively as part of a team Ability to work in a discreet and	Application Interview

		sensitive manner Good organisational skills Good listening skills	
Personal qualities		Reliable Co-operative Patient Able to use own initiative and a pro- active approach to work Calm under pressure Helpful and approachable	

Cheshire West & Chester Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.