



Hulme Hall Grammar School

Receptionist Person Specification

The following list shows the essential and desirable characteristics we are looking for when considering candidates for this post.

Attributes	Essential	Desirable	How Identified
Education / Qualifications	<ul style="list-style-type: none">A good level of general education to GCSE / A Level standard.		Application Form and Interview
Experience / Knowledge	<ul style="list-style-type: none">Experience of working in an office/reception environmentExperience of a range of administrative functions	<ul style="list-style-type: none">Experience of working in an independent school environment	Application Form and Interview
Skills, Attributes and Abilities	<ul style="list-style-type: none">Good spoken and written communication skillsExcellent telephone mannerOrganised and methodical approach to workGood computer skillsAbility to work under pressure and prioritise tasksAbility to work well with pupils, teachers, parents and guardiansRespect for confidential informationA patient and flexible attitudeThe ability to work as part of a team and on your own initiative	<ul style="list-style-type: none">Working knowledge of the Engage MIS system	Application Form and Interview
Any Additional Factors	<ul style="list-style-type: none">Willingness to be flexible with working hours to respond to the needs of the schoolCommitment to attend evening / weekend meetings and events as required		Application Form and Interview