Salford City Council — Person specification

Job title	Grade	Directorate	Location
Receptionist/Typist	Grade 2A	Children's Services **The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**	Springwood Primary School

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	A I
2.	Displays commitment to the protection and safeguarding of children and young people	A I
3.	Excellent interpersonal skills with the ability to communicate effectively	A I
4.	Excellent telephone manner	A I
5.	Excellent typing and literacy skills. GCSE or equivalent	A
6.	Good ICT skills, ability to use Excel, word	A I
7.	Have strong administrative skills, ability to multi task within a busy environment	A I
8.	Ability to ensure all deadlines are meet.	A I T
9.	Ability to prioritise own work, use own initiative.	A I C

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
10.	Experience of working within an office environment, preferably a school	A I T
11.	Demonstrate confidentiality to the school, SLT, Governors, staff and pupils	A I
12.	Ability to work reflectively and develop own practice	A I
13.	Ability to work successfully as a member of a team.	AI
14.	To be professional and welcoming to all visitors and staff	AI
15.	Willingness to undertake training.	A I
16.	A commitment to the school's policies and procedures	A I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Understanding of what is required to establish a professional working relationship with staff, parents and children.	A I

Completed by	Date	Approved by	Date
SBM/Head teacher	**June 2024**		

Method of assessment (* M.O.A.)

A = Application form**, C =** Certificate**, E =** Exercise**, I =** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre