

Job title	Grade	School	Location
School Receptionist (FTC) Term Time Only (TTO)	Grade 1C SCP 6	The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.	Lower Kersal 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.	Willingness to undertake relevant training as required for the role, including safeguarding	A/I
2.	Commitment to safeguarding and promoting the welfare of children and young people	A/I
3.	GCSE grade C/4 or above in English and Maths (or equivalent)	A/C
4.	Basic IT skills, including familiarity with Microsoft Office (e.g. Word, Outlook, Excel)	A/I/E
5.	Ability to communicate clearly and politely with staff, pupils, parents and visitors	A/I
6.	Ability to maintain confidentiality and follow procedures	A/I
7.	Ability to interact with pupils in a calm and friendly manner, referring any concerns to appropriate staff	A/I
8.	Basic organisational skills and ability to carry out routine tasks accurately	A/I/E
9.	Ability to work as part of a team and follow instructions	A/I
10.	Good customer service skills and a helpful, professional manner	A/I
11.	Flexible approach to duties within a busy school office environment	A/I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Experience of working in a school or education environment	A/I
2.	Experience in a general administrative or office support role	A/I
3.	Basic knowledge of school systems (e.g. SIMS)	A/I
4.	Experience of working in a reception or customer-facing role	A/I

Completed by	Date	Approved by	Date
D. Carling	30/4/26	S. Steward	30/4/26

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

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