

## Person Specification

### Post: Receptionist

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Grade C or above in GCSE English and mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further education</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Values driven</li> <li>Minimum 6 months previous Reception / administration experience</li> <li>Working as part of a busy team</li> </ul>	<ul style="list-style-type: none"> <li>Working in an inner-city area of high deprivation</li> <li>Educational administration experience</li> <li>Supporting large events</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Outstanding customer service</li> <li>Microsoft Office, especially Outlook, Excel and Word</li> <li>Commitment to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of what makes a Dixons academy different and successful</li> <li>Knowledge of student attendance processes / systems</li> <li>Experience of mailing systems and the use of a franking machine</li> <li>Experience of using SIMS</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement</li> <li>Mission-aligned</li> <li>Humble and kind</li> <li>Motivated, enthusiastic and flexible</li> <li>Excellent interpersonal skills</li> <li>Good sense of humour</li> <li>Desire to develop yourself</li> <li>Ability to receive and act on feedback</li> <li>Strong attention to detail</li> <li>Ability to work under pressure</li> <li>Commitment to the full life of the academy</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>