

Cambourne Village College: Afternoon Receptionist

PERSON SPECIFICATION

Core Competencies	Criteria	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Educated to at least GCSE grade C standard or equivalent in English and Mathematics • Experience of working in a busy office environment • Experience of working in a school or similar establishment • Previous experience within an administration role • First Aid qualification or willingness to gain one • Willingness to undertake further training • Experience of managing and maintaining accurate records and filing systems 	<p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to build and form good relationships with visitors and colleagues • Ability to work constructively as part of a team, understanding roles and responsibilities • Ability to proficiently use office computer software including word processing spreadsheet database and internet systems • Good verbal and written communications skills appropriate to the need to communicate effectively with colleagues, other professionals, visitors and callers • Good standard of numeracy and literacy skills • Ability to absorb and understand a range of information • Ability to manage and deal with 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	

	confidential data / issues appropriately		
Personal Qualities	<ul style="list-style-type: none"> • Ability to show initiative and prioritise one's own work even when under pressure • Strong knowledge of the local community • Able to project a professional image of the College • Able to work flexibly to support others and respond to unplanned situations • Efficient and meticulous in organisation • Able to deal with confidential information as appropriate • Desire to enhance and develop skills and knowledge through CPD • Commitment to the highest standards of child protection and safeguarding • Recognition of the importance of personal responsibility for health and safety • Commitment to the ethos and aims of Cambourne Village College and its whole community 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

The Governing Body of Cambourne Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment