

BRADFORD CHRISTIAN SCHOOL

PERSONNEL SPECIFICATION

Job Title: School Receptionist

These requirements will be tested during the selection process:

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including

- Your motivation to work within a school
- Your ability to form and maintain appropriate relationships and personal boundaries with children.

If you are short listed for interview, references will be obtained before the interview and relevant issues arising from the references will be taken up at interview.

Attributes	Essential	Desirable	How Identified
Qualifications and Training	<ul style="list-style-type: none"> • Willingness to participate, where necessary, in professional development training. • ICT literate. • Pass A-C or equivalent in English and Mathematics to GCSE level or equivalent. 	<ul style="list-style-type: none"> • Ability to use google suite for admin tasks 	Application form Letter references
Experience	<ul style="list-style-type: none"> • Commitment to own professional development and that of colleagues. • Experience working in an admin environment 	<ul style="list-style-type: none"> • Experience working in a school environment 	Application form Letter References Interview
Practical / intellectual skills	<ul style="list-style-type: none"> • Good time management and able to work to deadlines. • Good communication skills • Good admin skills 	<ul style="list-style-type: none"> • Willingness and ability to contribute to whole school development. 	Application form Letter References Interview
Disposition and Attitude	<ul style="list-style-type: none"> • Able to work as part of a team. • Able to work on own initiative. • Outgoing cheerful disposition • Excellent organisational skills. 	<ul style="list-style-type: none"> • 	Application form Letter References Interview

	<ul style="list-style-type: none"> • Excellent interpersonal skills. • Highly motivated and dedicated. • Ability to listen and value opinions of others. • Flexible, enthusiastic with a sense of humour. • Retain confidentiality. • Punctual and reliable. • Resilience and a positive attitude. 		
Personal Circumstances	<ul style="list-style-type: none"> • Should be able to allow for some out of hours working e.g. school functions, meetings, training, twilights etc. • Clear CRB record (DBS checked). • Good health and attendance record. • Safeguarding knowledge and awareness 		Application form Letter References
Faith & Christian Vision	<ul style="list-style-type: none"> • To pray, support and have fellowship with colleagues. • To have a personal faith and ongoing faith journey. • To have a desire to nurture children in their faith. • To desire a part in the vision and worldview of the school. 	<ul style="list-style-type: none"> • To have a heart for mission and service 	Application form Letter References Interview