

Job title	Grade	School	Location
School Receptionist	2A scp 11 - 19	Oakwood Academy	Chatsworth Road, Eccles M30 9DY

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.

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	*Method of Assessment.
1.	Displays commitment to the protection and safeguarding of children and young people	A / I
2.	Ability to work as part of a team, have a flexible approach and work well under pressure	A / I
3.	Ability to organise own workload to meet conflicting deadlines	A / I
4.	Self-motivated and confident with an outgoing, friendly personality and “can do” attitude	A / I
5.	Experience of working with a variety of software packages e.g. SIMS, Microsoft Office including Outlook, Excel and Word	A / I
6.	High Level of numeracy and literacy, with exemplary written and verbal communication skills	A / I
7.	Ability to use initiative and seek advice and help as appropriate	A / I
8.	Willingness to participate fully in the life of the school, working collaboratively with colleagues and the whole school community	A / I
9.	Demonstrates appropriate awareness of confidentiality in sensitive, personal and school issues	A / I
10.	Good general standard of secondary education (GCSE Grade C equivalent or above in English And Maths)	A / C
11.	Shows commitment to own professional development and is willing to undertake training as required	A / I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	Method of Assessment
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.	Experience of working in a busy school and/or office environment	A / I

A = Application form, **C** = Certificate, **I** = Interview,