

<b>Role</b>	<b>Receptionist</b>	<b>Last Reviewed</b>	April 2026
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## Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*.

These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

<b>JE</b>	<b>Criteria</b>	<b>Essential /Desirable</b>	<b>How Assessed</b>
	<b>Personal Qualities</b>		
A1/II2	Ability to take own initiative and prioritise own workload with little or no supervision	E	AF/SS
IC1/IC2	Good interpersonal skills with the ability to communicate in written and verbal forms to a variety of audiences	E	AF/SS
S	Ability to work as part of a team and individually	E	AF
	<b>Knowledge &amp; Skills</b>		
K2	Basic literacy and numeracy skills required	E	AF/SS
K1	Ability to follow straight forward instructions	E	SS/I
K1	Ability to maintain basic work records electronically and in writing	E	AF/SS
	<b>Technical</b>		
P2	Moderate precision skills to enable the use of school software equipment	E	AF/SS
	<b>Experience</b>		
S	Previous Receptionist and administrative experience	E	I/AF/SS
RP2	Experience in stock control and equipment maintenance	E	AF/SS
RP2	Experience in handling or processing information with accuracy, security and confidentiality	E	AF/SS
K2	Good IT literacy and experience of using appropriate software packages as well as Word, Excel.	E	AF/SS
	<b>Qualifications</b>		



## Person Specification

S	5 A*-C Grades GCSE including English and Math's	E	AF
	<b>Service</b>		
	A commitment to working for the benefit of others	E	SS / I
	A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E	SS / I