



MELVILLE HIGH SCHOOL

RECEPTIONIST/TELEPHONIST

PERSON SPECIFICATION

This position requires a working relationship with all staff members, students and ongoing contacts with the wider community.

Excellent interpersonal skills and a pleasant approachable manner are essential.

The aim of the position is to provide professional and efficient management of the Receptions area of the front office thereby creating a positive impression with anyone making contact with the High School.

PERSONAL & PROFESSIONAL QUALITIES

These must include:

- 1 Skills in management of a switchboard and telephone system
- 2 Skills in management of Fax and Photocopying machines
- 3 Proficiency in Microsoft Office
- 4 Fast and accurate Typing Skills
- 5 Ability to multi-task
- 6 Energy, enthusiasm, sensitivity
- 7 Ability to show initiative, be innovative and adaptable, have a sense of humour and an even temperament.
- 8 Relate well to people from diverse cultural backgrounds
- 9 Be a Team Player