

	<p style="text-align: center;">EDMONTON COUNTY SCHOOL</p> <p style="text-align: center;">Receptionist / Resources Technician</p>
<p>Date</p>	<p>October 2018</p>

PERSON SPECIFICATION

This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

- Demonstrable levels of numeracy and literacy equivalent to GCSE (Grades A*-C) or NVQ level 2
- Ability to work to deadlines.
- Proactive approach to managing tasks.
- Ability to use different software packages, with desk top publishing being an advantage.
- Ability to carry out creative paper based tasks.
- Good communication skills both written and oral.
- Good ICT and typing skills – ability to use Word and Excel confidently.
- Good interpersonal skills.
- Ability to work in an organised and efficient manner.
- Willingness to be flexible and to use initiative.
- Ability to work as part of a team.
- A first aid qualification or a willingness to be trained.
- The ability to deal with sensitive information discretely and confidentially.