| **Post: Reception and General Admin** |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | EssentialGood standard of general education and IT skills, including English and MathsDesirableBusiness and Administration NVQ | Application |
| **Professional Experience & Understanding:** | All EssentialUnderstanding of:* Working in a team
* Administration processes
* Safeguarding and health and safety

Experience:* Working with a variety of stakeholders
* Reception experience
* Excellent computer skills and knowledge of software packages
* Office equipment
* Maintaining filing systems
* Administration experience
 | Application and Interview |
| **Professional Abilities:** | All EssentialAbility to communicate effectively Ability to work on own initiativeAbility to work as part of a teamAbility to manage time effectively and meet deadlinesAbility to respect the confidential nature of personal information | Application, Interview and Reference |
| **Personal Qualities:** | All EssentialHonesty and IntegrityDiscretionAble to meet deadlinesHighly dependableTrustworthyExcellent telephone manner | Interview and Reference |

Where the applicant /post holder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.