| **Post: Reception and General Admin** | | |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | Essential  Good standard of general education and IT skills, including English and Maths  Desirable  Business and Administration NVQ | Application |
| **Professional Experience & Understanding:** | All Essential  Understanding 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 Essential  Ability to communicate effectively  Ability to work on own initiative  Ability to work as part of a team  Ability to manage time effectively and meet deadlines  Ability to respect the confidential nature of personal information | Application, Interview and Reference |
| **Personal Qualities:** | All Essential  Honesty and Integrity  Discretion  Able to meet deadlines  Highly dependable  Trustworthy  Excellent 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.