

PERSON SPECIFICATION

Post: Reception and General Admin

	Criteria	Assessment Basis
Qualifications:	<u>Essential</u> Good standard of general education and IT skills, including English and Maths <u>Desirable</u> Business and Administration NVQ	Application
Professional Experience & Understanding:	<u>All Essential</u> Understanding of: <ul style="list-style-type: none"> • Working in a team • Administration processes • Safeguarding and health and safety Experience: <ul style="list-style-type: none"> • 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:	<u>All Essential</u> 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

PERSON SPECIFICATION

Post: Reception and General Admin

	Criteria	Assessment Basis
Personal Qualities:	<u>All Essential</u> 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.