

PERSON SPECIFICATION

JOB TITLE: Reception/Administrative Assistant

Information for candidates:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

Criteria	Essential ✓	Desirable ✓
Skills and Abilities		
1. Able to work accurately and in specified timescales	✓	
2. Excellent communication skills and telephone manner	✓	
3. Able to work on own initiative and without close supervision	✓	
4. Flexible and able to contribute to a team approach	✓	
5. Good IT skills	✓	
Experience		
6. Working in busy environment	✓	
7. Previous experience working with the general public	✓	
Education / Qualification		
8. Maths and English GCSE at C grade (or equivalent)		✓
Special Knowledge		
9. Further Education/School Sector		✓

Other		
10. Able to work flexibly and under pressure	√	