

RECEPTIONIST, HEATHERMOUNT
PERSON SPECIFICATION
Criteria required for this post



ESSENTIAL				DESIRABLE			
Essential	How Identified	Met Yes No		Desirable	How Identified	Met Yes No	
Previous experience within an Administrative role	Application Form Interview			NVQ Level 2 and/or Level 3 in Business Administration	Application Form Certificates		
Ability to work the hours required to fulfil the role	Interview Application Form			Knowledge of or willingness to develop a knowledge and understanding of people with autism and/ or learning disabilities	Application form Interview		
Proven ability of IT Skills Use of Microsoft packages	Application form Interview Certificates			Demonstrate commitment to Equality and Diversity (knowledge of discrimination, disability and equal opportunities)	Application form Interview		
Ability to be flexible in your approach	Application form Interview			Experience of working in a school office.	Application Form Interview		
Excellent interpersonal skills	Interview			Enhanced DBS (Will be applied for as condition of post)	DBS		
Excellent communication skills, both oral and written	Application form Interview						
Proven experience of producing and processing detailed information	Application form Interview						
Proven experience of your ability to prioritise, plan and organise workloads	Application form interview						
Proven experience of working within a team and/ as an individual	Application form Interview						
Willingness to undertake training	Interview						
Ability to use own initiative	Application form Interview						