



# RECEPTIONIST/ADMINISTRATOR



## PERSON SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
Education qualifications	GCSE English and Maths (Grade C or above)	
Experience	Experience of working in a busy office environment/administration capacity  Liaising with people at all levels	Receptionist experience
Knowledge	Knowledge and experience of computer systems, including Word, Excel, Internet and e-mail	Experience of using Scholarpack
Qualities, skills and abilities	A good communicator  Good interpersonal skills  Ability to deal with potentially difficult situations/visitors  Ability to work under pressure  Excellent organisational skills and ability to prioritise  Able to work on own and as part of a team.  Ability to listen	
Other	Training will be provided for Scholarpack	
The post will require an Enhanced Disclosure & Barring Service (DBS) Clearance prior to appointment		