

# JOB VACANCY

## Person specification

### Attainment

Relevant qualifications or equivalents, achievements, training, membership of professional bodies etc (will require evidence)

Details	Essential	Desirable	Evidence
Educated to GCSE standard or equivalent experience in a relevant area	✓		<ul style="list-style-type: none"><li>· Application Form</li><li>· Interview</li><li>· Qualifications/Certificates</li></ul>
Experience of working on a busy reception		✓	<ul style="list-style-type: none"><li>· Application Form</li><li>· Interview</li><li>· Qualifications/Certificates</li></ul>

### Experience

Type of experience and specific knowledge required for this job

Details	Essential	Desirable	Evidence
Excellent verbal communication skills with a good telephone manner	✓		<ul style="list-style-type: none"><li>· Application Form</li><li>· Interview</li></ul>
Good written skills	✓		<ul style="list-style-type: none"><li>· Application Form</li><li>· Interview</li></ul>
Demonstrate excellent interpersonal skills	✓		<ul style="list-style-type: none"><li>· Application Form</li><li>· Interview</li></ul>
Ability to work on own initiative and to work as part of a team	✓		<ul style="list-style-type: none"><li>· Application Form</li><li>· Interview</li></ul>
Ability to work to a high standard	✓		<ul style="list-style-type: none"><li>· Application Form</li><li>· Interview</li></ul>
Computer literate, with keyboard skills and experience of word processing (Microsoft Word) combined with the ability to acquire other skills as necessary for example the use of spreadsheets and databases	✓		<ul style="list-style-type: none"><li>· Application Form</li><li>· Interview</li></ul>

### Other relevant information

Eg shift work or weekend working, travel in UK or abroad (state approximate frequency)

Details	Essential	Desirable	Evidence
The ability to work flexibly according to the needs of the business	✓		<ul style="list-style-type: none"><li>· Application Form</li><li>· Interview</li></ul>