

Receptionist and Admin Assistant PERSON SPECIFICATION

You should complete your application form bearing in mind it will be scored against all the elements below.

If you are unable to directly meet any of the criteria, please explain more about any transferrable skills you have that you think would be suitable to this role. It is important to give us as much information as possible about your skill set.

Any or all of the elements could be discussed further at interview stage

CRITERIA		ESSENTIAL	DESIRABLE
QUALIFICATIONS	Recognised qualification in administration, IT or customer services		✓
	Qualified by experience	✓	
SKILLS AND KNOWLEDGE	Knowledge and recent use of MS Office and CRM systems	✓	
	High level of accuracy and attention to detail	✓	
	Knowledge of GDPR requirements and confidentiality		✓
	Awareness of adult and children safeguarding issues		✓
PERSONAL ATTRIBUTES	Organised, with the ability to prioritise and multi-task	✓	
	Ability to communicate effectively with a wide range of people, through a variety of mediums.	✓	
	Self-motivated, enthusiastic, good sense of humour and empathy, with the ability to work on own initiative and as part of the team	✓	
	Ability to work to tight timescales and under pressure	✓	
	Own transport due to rural location of office base		✓

	Willingness to work flexible hours if required (occasional evenings and weekends)		✓
	Professional telephone manner and friendly, open approach	✓	