Centre Reception and Administrative Officer

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.

If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

Qualifications/Experience	**Priority**
1. Experience of working within a team.	1
2. Proven experience of customer service skills.	1
3. Proven experience of working under pressure.	1
Ability, skills and knowledge	
4. Able to communicate (receive and transmit) appropriately and effectively with students who have significant communication difficulties, using the complete range of media, spoken, sign, written, gestural and intuitive.	1
5. Able to communicate (receive and transmit) appropriately and effectively with colleagues and visitors.	1
6. Able to seek out information and disseminate to others.	2
7. Able to take accurate, clear and concise minutes of meetings	1
8. Able to communicate appropriately and effectively with colleagues, suppliers and other external agencies.	1
9. Able to operate a range of office equipment such as photocopiers, laminators etc.	2
10. Knowledge of Microsoft applications and other data bases to produce a variety of letters, documents etc.	1
11. Able to oversee the security of petty cash and undertake routine numeric tasks such as petty cash reconciliation.	1
12. Able to prioritise your own workload.	1

13. Able to demonstrate high levels of accuracy and attention to detail.	1
14. Able to adhere to the College's Equality and Diversity, Safeguarding of children and vulnerable adults and Health AND Safety policies.	1