

PERSON SPECIFICATION

PART-TIME RECEPTIONIST/ADMISSIONS ASSISTANT

Item	Essential	Desirable
PRESENTATION	<ul style="list-style-type: none"> • Well presented, welcoming and business-like • Confident 	
EDUCATION QUALIFICATIONS SPECIAL SKILLS	<ul style="list-style-type: none"> • Good general education • Computer literate • Excellent customer care skills • Good communication skills, both written and verbal 	
WORK EXPERIENCE	<ul style="list-style-type: none"> • Good all-round administrative experience • Experience of computerised database systems 	<ul style="list-style-type: none"> • Experience in an education environment • Experience of a computerised course or event booking system
MOTIVATION APTITUDES	<ul style="list-style-type: none"> • Committed to the Foundation's ethos. • Ability to work on own initiative • Common sense. • Motivated by attention to detail and presentation. • Enjoy communicating with people • Ability to work effectively under pressure 	
DISPOSITION PERSONALITY	<ul style="list-style-type: none"> • Organised, resourceful and a positive approach to work • Ability to develop good working relationship with existing College staff 	
CIRCUMSTANCES INTERESTS	<ul style="list-style-type: none"> • Ability to work flexible hours, evenings, weekends and Bank Holidays • Current driving licence 	