

**GARTH HILL COLLEGE**  
**PERSON SPECIFICATION: - Receptionist**

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> <li>▪ Business, secretarial, word processing qualification.</li> <li>▪ NVQ 2/3 or equivalent qualification or experience.</li> <li>▪ Good literacy and numeracy.</li> <li>▪ Good keyboard skills.</li> <li>▪ Computer literacy, good working knowledge of MS Office.</li> </ul>	
Competence Summary (Knowledge, Abilities, Skills, Experience)	<ul style="list-style-type: none"> <li>▪ Good experience of office and administrative practice.</li> <li>▪ Able to listen and record information accurately.</li> <li>▪ Good communication skills both verbally and in writing with young people and adults.</li> <li>▪ Good understanding of and ability to use relevant technology, equipment and ICT packages.</li> <li>▪ Able to work constructively as part of a team and work on own initiative.</li> <li>▪ Able to plan, organise, prioritise and work to completing deadlines.</li> <li>▪ Understanding of and commitment to the requirements of safeguarding children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in a learning environment.</li> <li>▪ Knowledge of SIMS.</li> </ul>
Work-related Personal Requirements	<ul style="list-style-type: none"> <li>▪ Committed to equality of opportunity.</li> <li>▪ Ability to maintain strict confidentiality of information received and processed as part of the job role.</li> <li>▪ Able to remain calm and patient under pressure.</li> <li>▪ A satisfactory enhanced certificate by the Disclosure and Barring Service. (DBS)</li> </ul>	