

Person Specification Receptionist

Qualifications/ Experience:

Essential:

- Experience of providing front of house support in an office environment
- Be PC Literate with excellent office skills including Word and Outlook

Desirable:

- Experience of receptionist or front of house duties
- Experience of managing a switchboard
- Experience of working in an educational setting
- Willingness to undertake training related to the role of Receptionist
- Holder of an Administrative or comparative qualification

Ability To:

- Contribute and work well as a member of a team
- Work calmly under pressure in a busy environment
- Work flexibly and co-operatively
- Communicate clearly verbally and in written reports, minutes, letters etc.
- Maintain appropriate level of confidentiality and impartiality
- Self motivate and 'multi-task' under pressure to ensure deadlines are met

Skills:

- Excellent communication skills
- Good interpersonal skills
- Excellent IT skills to include electronic communication and keyboarding
- Excellent administrative and organisational skills

Personal Qualities:

- A flexible approach to work
- Commitment to providing a high quality service
- Adaptable, presentable and approachable
- A positive, 'can do' attitude
- Diplomacy and tact