

**PERSON SPECIFICATION  
VISITOR RECEPTIONIST**

<b>ASSESSMENT METHOD</b>	<b>SHORTLISTING CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
	<b>Qualifications</b>		
Application Form/Interview	GCSEs to include Maths and English at grade C or above	✓	
	First-Aid qualification or intention to gain qualification	✓	
	<b>Experience</b>		
Application Form/Interview	Recent experience of working in a busy reception	✓	
	General office experience	✓	
	IT proficiency with excellent keyboard skills	✓	
	Experience of working with young people		✓
	<b>Skills</b>		
Application Form/Interview	Communicate clearly and confidently on the telephone and face to face	✓	
	Able to work effectively as part of a team	✓	
	Demonstrate excellent organisational skills	✓	
	Demonstrate pride in quality of work	✓	
	Be able to prioritise work effectively	✓	
	Be able to work under pressure	✓	
	Be able to meet deadlines	✓	
	Willing to develop through further training	✓	