

**CEFN SAESON COMPREHENSIVE
SCHOOL
PERSON SPECIFICATION**

Job Title: Administration & Organisation Level 2 - RECEPTIONIST

Salary: SCP 3 - 5

Introduction

The purpose of this document is to enable you, as a candidate, to consider whether or not you have the attributes, which are required for appointment to this post. Please note that this document indicates those attributes that are considered to be **essential** to undertake the duties and responsibilities of this post and those that are merely **desirable**. If you do not possess any of the attributes that are **desirable**, this does not mean that you will not be considered for interview or subsequent appointment.

<u>SKILLS/ATTRIBUTES</u>	<u>ESSENTIAL OR DESIRABLE</u>	<u>EVALUATION METHOD</u>
<p><u>Work Experience</u></p> <p>Have experience of working within an office environment.</p> <p>Have experience of dealing with members of the public and professionals.</p> <p>Be capable of working under pressure to meet deadlines and with conflicting demands</p> <p>Be an effective team member.</p>	<p style="text-align: center;">ESSENTIAL</p> <p style="text-align: center;">ESSENTIAL</p> <p style="text-align: center;">ESSENTIAL</p> <p style="text-align: center;">ESSENTIAL</p>	<p>Application Form / Interview/ Reference</p> <p>Application Form / Interview/ Reference</p> <p>Application Form / Interview/ Reference</p> <p>Application Form / Interview/ Reference</p>
<p><u>Skills/Abilities</u></p> <p>Possess sound interpersonal</p>	<p style="text-align: center;">ESSENTIAL</p>	<p>Application Form / Interview</p>

<p>skills.</p> <p>Possess good communication skills, both written and oral.</p> <p>Be flexible and adaptable responding o the day to day demands of service.</p> <p>Show initiative and be prepared to develop new skills.</p> <p>Good keyboard skills.</p>	<p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>DESIRABLE</p>	<p>Application Form / Interview</p> <p>Application Form / Interview/ Reference</p> <p>Application Form / Interview / Reference</p> <p>Application Form / Interview / Reference</p>
<p><u>Education and Training</u></p> <p>Be confident in the use of communication and technology.</p> <p>Possess a minimum of 4 GCE/GCSEs (Grades A-C) or equivalent, one of which should include English Language / Welsh Language / Maths, or equivalent work experience of at least 2 years.</p> <p>Possess relevant administrative / business qualifications to NVQ Level 2 or equivalent qualification or experience in relevant discipline.</p>	<p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>DESIRABLE</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview / Certificate</p>
<p><u>Other Requirement</u></p> <p>Ability to speak welsh</p> <p>Have worked in an educational environment.</p>	<p>DESIRABLE</p> <p>DESIRABLE</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p>

Have knowledge of educational / local government issues.	DESIRABLE	Application Form / Interview
--	------------------	------------------------------