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| **Ernest Bevin College**  **Sports Centre Receptionist**  **Personal Specification** |

Reporting To : Assistant Principal

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| QUALIFICATIONS | * Educated to GCSE level or equivalent qualifications or experience | * Further accredited study |
| EXPERIENCE | * General clerical / administrative work |  |
| KNOWLEDGE AND SKILLS | * Experience of working in Reception / Administration * Good understanding of customer care * Good understanding of Health and Safety issues * Good personal communication and organisational skills * Ability to work as part of a team and independently | * Experience within the sport and recreation industry |
| Attributes | * To be reliable * To be punctual * Courteous and polite |  |

June 2020