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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
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| EXPERIENCE | * General clerical / administrative work
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| 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
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| Attributes  | * To be reliable
* To be punctual
* Courteous and polite
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June 2020