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| **Job Title**  | Receptionist |

**Personal Specification**

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| **Attainments**  | Please address each of the following when applying for this position.  |
| **Essential Criteria**  | * Have excellent verbal and written communication skills.
* Possess a minimum of 5 GCSE (Grade C or above) two of which must be in Maths & English.
* Previous significant experience in a similar role or a role with high levels of public engagement.
* IT skills – Microsoft Office suite.
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| **Desirable Criteria**  | * Experience and knowledge of the community and voluntary sector.
* Commitment to supporting the local community.
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| **Special Aptitudes**  | * Friendly, courteous, sensitive and responsive.
* Efficient and reliable.
* Ability to work as part of a team.
* Have a high level of organisational skills.
* Telephone answering and computer skills.
* Dependable.
* Punctual.
* Ability to work under own initiative.
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| **Disposition**  | * To work within the aims and objective of the DiverseCity Community Partnership.
* The ability and willingness to work flexible and unsocial (evening & weekend) hours.
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