

Durham Trinity School & Sports College

Person Specification: Receptionist/Clerical Assistant

| | Essential | Desirable | Method of Assessment |
|---------------------------|--|--|--|
| Qualification | <ul style="list-style-type: none"> • Have achieved 5 GCSE's including English and Maths at Grades 9-4 or hold an equivalent and relevant qualification | <ul style="list-style-type: none"> • IT qualification • Administrative qualification | <ul style="list-style-type: none"> • Application form • Selection Process |
| Experience | <ul style="list-style-type: none"> • Use of Microsoft Office applications | <ul style="list-style-type: none"> • Work in an office environment • Communicating with a range of people • Work/volunteer in an established place of employment | <ul style="list-style-type: none"> • Application form • Selection Process |
| Skills / Knowledge | <ul style="list-style-type: none"> • Ability to follow instructions • Ability to work in a team • Ability to work on own initiative • Good communication skills • Good IT skills | <ul style="list-style-type: none"> • Knowledge of computer systems • Health & Safety awareness • Data protection awareness • Awareness of the Council's role | <ul style="list-style-type: none"> • Application Form • Reference |
| Personal Qualities | <ul style="list-style-type: none"> • A willingness to listen and learn • Ability to relate well to people • A desire for further personal and professional development • Flexible approach to working • Positive 'can do' approach • Be able to maintain confidentiality • Polite and respectful to colleagues and the public • Have a welcoming manner and ability to calmly prioritise | <ul style="list-style-type: none"> • Feel confident in dealing with queries • Experience of dealing with people | <ul style="list-style-type: none"> • Application Form • Reference • Interview |