

**INDEPENDENT OPTIONS (North West)
PERSON SPECIFICATION for Receptionist**

experience	<i>essential</i> or <i>desirable</i>	knowledge	<i>essential</i> or <i>desirable</i>	skills	<i>essential</i> or <i>desirable</i>	qualities	<i>essential</i> or <i>desirable</i>
working within a team	<i>essential</i> a.f./i	good standard of numeracy and literacy	<i>essential</i> a.f/w.a	able to motivate self	<i>essential</i> a.f/r.	ability to relate well to others	<i>essential</i> i./r
previous work within a small office environment	<i>desirable</i> a.f/i	keyboard skills	<i>essential</i> a.f./t.a	pleasant and polite telephone manner	<i>essential</i> i./r.	personal flexibility	<i>essential</i> a.f/i./r.
previous work within the voluntary sector	<i>desirable</i> a.f/i	Computer literacy	<i>essential</i> a.f./t.a	able to solve problems and think laterally	<i>essential</i> i.	commitment to own training and development	<i>essential</i> a.f./i
		knowledge of Microsoft Office Word	<i>essential</i> a.f/t.a	work well under pressure, whilst retaining attention to detail	<i>essential</i> a.f./r/i.	positive attitude to people with disabilities	<i>essential</i> a.f/i./r.
		knowledge of Microsoft Office Access	<i>desirable</i> a.f/i	ability to relay information concisely, yet accurately	<i>essential</i> w.a./r.	Ability to satisfy an enhanced disclosure with the Criminal Records Bureau	<i>essential</i> r.

**IT IS AN ESSENTIAL REQUIREMENT THAT GENERAL HEALTH SHOULD BE COMMENSURATE WITH THE DUTIES AND RESPONSIBILITIES OF THE POST.
INDEPENDENT OPTIONS OPERATES A SMOKING POLICY.**

a.f. = application form, w.a. = written assignment, t.a. = typed assignment, i. = interview, r. = reference