

Person Specification- Admissions Attendant

Skills /Experience	Requirement	How assessed
Excellent Communicator: Able to communicate with people at all levels and in different situations. Adept at building sound working relationships across the organisation.	Essential	Application / Interview
IT Literate	Essential	Application
Proven ability to provide a high standard of Customer Service, evidenced through previous employment.	Essential	Application / Interview
Experience of accurately processing customer transactions.	Essential	Application / Interview
Experience of undertaking work with a charitable/voluntary sector organisation.	Desirable	Application / Interview
Be flexible with working hours.	Essential	Application / Interview