

Sheffield City Trust



Person Specification

Job Title: Receptionist

Selection Criteria:

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
Work Experience	Experience of working in a Reception / admin environment	Essential	Application
	Experience of working in a customer facing environment	Essential	Interview
	Cash handling experience	Essential	Application / Interview
	Experience of using a computerised booking system / till		Application / Interview
Knowledge	Knowledge of MRM / Learn 2	Desirable	Application / Interview
	Knowledge of emergency procedures.	Essential	Interview
	Knowledge of venue programmes and promotions	Desirable	Interview
Skills	Excellent communication and negotiating skills.	Essential	Interview
	Organisational skills	Essential	Interview

	Basic IT skills	Essential	Application / essential
	Ability to remain calm during emergency situations	Essential	Interview
	Excellent interpersonal skills	Essential	Interview