

ROYAL HOLLOWAY
University of London

PERSON SPECIFICATION FORM

POST TITLE: Part time Receptionist and Administration Assistant

DEPARTMENT: Support and Advisory

POST REFERENCE: 0216-034

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	TESTED BY (Application Form, Interview, Test, Presentation etc)
QUALIFICATIONS AND TRAINING		
Educated to GCSE level or equivalent experience	E	Application form
Educated to A Level or equivalent experience	D	Application form
SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE		
Experience of reception work	D	Application form/Interview
Administration skills	E	Application form/Interview
Experience of welfare work	D	Application form/Interview
Experience of being in a position of trust	D	Application form/Interview
Support students in any setting	D	Application form/Interview
Adequate level of written and oral communication	E	Application form/Interview
Computer literacy	E	Application form/Interview
Experience of working with Word and Access	D	Application form/Interview
PERSONAL AND INTERPERSONAL QUALITIES		
Ability to follow procedures	E	Application form/Interview
Ability to handle confidentiality issues	E	Application form/Interview
Awareness of goals of counselling	D	Application form/Interview
PHYSICAL REQUIREMENTS - include only if appropriate		
Ability to undertake the duties associated with the role.	E	Interview
CIRCUMSTANCES (e.g. unsocial hours etc)		
Be able to work Term Time Only 12 hours per week for 30 weeks per year	E	Application form/Interview