

JOB PERSON SPECIFICATION

Receptionist: 3rd Floor, Howard House.

Essential Criteria: Desirable Criteria:	• GCSE A-C or 9-4 in English and Maths. • Able to work in the UK (proof will be required prior to interview). • Good IT skills particularly MS Word, MS Excel and Google sheets • Experience of working with people from diverse cultural and linguistic backgrounds. • Experience of working with vulnerable adults. • Experience of working/volunteering as a front-line role. • Knowledge of legislation around Safeguarding, GDPR, Health and Safety and Confidentiality.
Personal Qualities:	• Reliable and professional. • Able to maintain confidentiality at all times. • Good communication skills both verbal and written. • Organised and have good attention to detail. • Ability to remain calm and professional in busy situations. • Able to prioritise and adjust workload accordingly. • Patient and approachable. • Compassionate and empathetic.
Additional Requirements:	• Willingness to undertake training as required. • Enhanced DBS check may be required. • Willingness to attend staff and volunteer meetings as and when required.
Ethos/Values:	Safety First Community Training Centre is a registered Charity which expects all staff and volunteers to uphold the centre's values of: - • Respect and dignity for all. • Inclusion and diversity. • Empowerment and support. • Confidentiality and professionalism.