

<b>Personal specification - Receptionist</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Good general education to GCSE or equivalent, including Maths & English	E	
<b>Skills/competencies</b>		
Proven experience and competency in a similar role		D
Computer competent and literate (able to use: word, excel, online diary systems and emails)	E	
Experience of working in a charity environment		D
Ability to lone-work and take responsibility for the Wellspring site (opening and locking up)	E	
Excellent organizational and administrative skills. Experience of basic clerical duties and office procedures	E	
Able to maintain high levels of confidentiality	E	
Excellent verbal and written communication skills	E	
Understanding of a therapeutic environment and issues around safeguarding concerns	E	
Demonstrate enthusiasm and a willingness to adapt to new working practices	E	
<b>Personal qualities</b>		
Sympathetic to/sharing the Christian ethos and vision of Wellspring.	E	
Self-motivated	E	
Friendly disposition and willingness to work as part of a close-knit team	E	
Commitment to equal opportunities	E	
Willingness to work flexibly in response to changing organisational requirements	E	