



PENNINGTON DENTAL

PERSON SPECIFICATION

Post: Receptionist

REQUIREMENTS	CRITERIA	ESSENTIAL/ DESIRABLE	HOW ASSESSED?*
1. Education/ Qualifications/ Training	GCSE English & Maths	E	A
2. Skills/Abilities	Excellent interpersonal skills Word Excel Finance	E D D E	I A A A/I
3. Experience	Dealing with general public Dealing with sensitive situations Working to deadlines	E E E	I I A
4. Knowledge	Of office administration	E	A/I
5. Other Requirements	<u>Accountability</u> – Takes responsibility for own actions and promotes good teamworking <u>Openness</u> – Shares information and good practice appropriately <u>Mutual respect</u> – Treats others with courtesy and respect at all times	E E E	A/I A/I A/I

* Codes: A = Application Form
I = Interview
T = Test

Date: 23.3.09