

### Person Specification - Receptionist

	Essential	Desirable
<b>Qualification</b>	1) GCSE Maths or equivalent  2) GCSE English or equivalent	
<b>Experience &amp; Knowledge</b>	1) Previous reception experience  2) Previous experience undertaking general office duties such as filing, photocopying and organizations of systems  3) An understanding of the importance of confidentiality	1) Experience of having worked in a care home or similar environment  2) Minute-taking experience
<b>General Aptitude</b>	1) Strong organizational skills  2) Strong communication skills including friendly and professional telephone manner.  4) Strong written English skills  5) Ability to work using your initiative  6) An understanding of the importance of security	
<b>Specific Skills</b>	1) Ability to use Microsoft Office Applications	1) Ability to type at a speed of 50 wpm or greater

<p><b>Personal Qualities</b></p>	<p>2) An understanding of the ethos of the Trust and our care homes</p> <p>3) Able to approach work with a flexible attitude and open to taking on new challenges</p>	
<p><b>Greensleeves Care Values</b></p>	<p>Ability to demonstrate understanding and apply our workplace values. These are embedded in all roles and applicants must evidence their values.</p> <p>1) <b>Respect</b> - You treat residents and colleagues with dignity and value their unique life experiences and personal contributions.</p> <p>2) <b>Openness</b> - You act openly and honestly, building confidence in our intentions and behavior. We choose words and actions that are sincere, not misleading.</p> <p>3) <b>Responsibility</b> - You are committed to meeting the needs of others and behave responsibility towards residents and colleagues, being careful of the choices we make.</p>	