

PERSON SPECIFICATION

POST TITLE Receptionist and Conferencing Administrator

DEPARTMENT Operations and Management Support

TEAM Reception

	Essential	Desirable
Education and training	a) 5 GCSEs at Grade C or above including Maths and English Language (or equivalent)	a) Admin qualifications / training b) 2 A levels (or equivalent)

	Essential	Desirable
Relevant experience	<ul style="list-style-type: none"> a) Answering telephones and dealing effectively and efficiently with customers b) Dealing effectively with the general public c) Organising and managing own workload d) Using own initiative to take a task through to completion e) Using Microsoft Outlook, Word, Excel f) Producing and maintaining accurate and detailed information g) Working as part of a team h) Juggling various tasks and priorities 	<ul style="list-style-type: none"> a) Working on a reception b) Supervising volunteers c) Working with a computer database

	Essential	Desirable
Knowledge	a) Microsoft Outlook, Word & Excel b) Computer literate	a) Health & Safety b) First Aid

	Essential	Desirable
Skills and abilities	a) Excellent written and oral communication b) Excellent organisational skills c) Excellent administrative skills d) Excellent interpersonal skills e) Ability to communicate well in challenging situations f) Ability to prioritise and achieve deadlines g) Ability to maintain confidentiality h) Accuracy and attention to detail, particularly when working to tight deadlines i) Willingness to serve others	

	Essential	Desirable
Other attributes	<ul style="list-style-type: none"> a) Committed Christian b) Adhere to the vision and values of KingsGate c) High standard of personal presentation d) Willingness to work in a flexible manner e) Willingness to serve others f) Initiative and enthusiasm g) Positive and friendly manner with 'can do' approach h) Commitment to equality & diversity 	

This person specification was reviewed by the Exec Pastor (Operations and Management Support) in May 2023

KingsGate Community Church has a Smoke-Free Policy. Smoking is not permitted in any of the premises or vehicles owned or leased by the organisation.