

Executive Assistant & Receptionist		<i>How demonstrated</i>				
ESSENTIAL		CV	Letter	Interview	Reference	Other
1.	Be committed to the aims and values of the College.		x	x	x	
2.	Have experience in this role.	x	x		x	
3.	Have the ability to plan & prioritise workload & meet deadlines.		x	x	x	
4.	Have the ability to work independently and as part of a team.			x	x	
5.	Have excellent interpersonal skills with the ability to deal effectively with people from a wide variety of backgrounds.		x	x	x	
6.	Have the ability to communicate clearly.	x	x	x	x	
7.	Have the ability to manage own areas of responsibility, proactively maintaining compliance and best practice, especially in relation to confidential matters.	x	x	x	x	
DESIRABLE						
8.	Hold Food Safety & Hygiene qualification	x	x	x		