

## The For All Healthy Living Company

<b>Person Specification: Apprentice Receptionist</b>		
<b>Qualifications and training</b>	<b>Essential</b>	<b>Desirable</b>
NVQ Level 2 or equivalent	<b>x</b>	
<b>Knowledge and Experience</b>		
Experience of dealing with the general public	<b>X</b>	
Experience of working in a community project		<b>X</b>
Understanding of equal opportunities policies and practice		<b>X</b>
Knowledge of South Ward, Weston-super-Mare		<b>x</b>
<b>Skills</b>		
Ability to communicate with a variety of people openly and clearly, face to face and on the phone	<b>X</b>	
Ability to create a welcoming atmosphere	<b>X</b>	
IT: confident use of email, and word processing packages	<b>X</b>	
Ability to work under pressure and juggle competing demands	<b>X</b>	
Ability to maintain good working relationships with partners and users of the Centre	<b>X</b>	
Ability to work independently and reliably	<b>X</b>	
Ability to judge when to consult with manager, staff, partners etc	<b>X</b>	
Ability to work flexibly in a changing environment	<b>x</b>	
Ability to implement systems efficiently	<b>x</b>	
Ability to be well organised	<b>x</b>	
<b>Personal qualities</b>		
Commitment to the vision and values of the For All Healthy Living Centre and partners	<b>X</b>	
Willingness to “get on and do”	<b>X</b>	
Willingness to read, understand and observe FAHLC policies on equalities, health and safety, confidentiality etc	<b>x</b>	