

INTEGRATED COLLEGE DUNGANNON LTD

Job Specification: Front-Office Receptionist

Essential Criteria:

- Minimum of 5 GCSE passes (Grade C or better), including Maths and English, or equivalent qualifications.
- RSA Stage II or Stage III Word Processing (or at least 2 years' experience of word processing in a work environment).
- Good written and oral communication skills *

Desirable Criteria:

- Post-GCSE qualifications.
- Experience of working as a receptionist or in a similar position.
- Experience of working in a school environment.

Please note the onus is on candidates to provide sufficient detailed information on their application forms in order to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted since selection panels cannot make assumptions in the absence of essential information.

The selection panel may enhance the criteria prior to shortlisting.

- * The application form will be judged for good written communication skills, which includes spelling, grammar and presentation.