

Person Specification for bookings co-ordinator

	Essential	Desirable
Experience:	<ul style="list-style-type: none"> • Experience working in a customer facing environment 	
Qualifications or Training:	<ul style="list-style-type: none"> • GCSE Grade C or above in Maths and English 	<ul style="list-style-type: none"> • Evidence of further training in finance
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to work in a confidential manner • Ability to record and pass on information accurately • Very good IT Skills • Ability to communicate well with adults in a friendly and professional manner. • Understanding of the importance of safeguarding in schools • Ability to deal with sensitive issues in a confidential and professional manner 	<ul style="list-style-type: none"> • Experience working with a booking system • Excel spread sheets • Has a current 3 day first aid certificate • Knowledge of data protection legislation • Knowledge of Equal Opportunities and Human Rights legislation
Personal Qualities & Attributes:	<ul style="list-style-type: none"> • Effective time management • Good at prioritising their work • Ability to work well on their own • Willingness to take on a range of tasks and utilise a range of skills • Diplomacy and tact • Good sense of humour • Has high standards of self and others • Energy and enthusiasm • Integrity, loyalty • Flexibility • Maintain confidentiality 	