

## Person Specification

Qualities and Attributes	Essential	Desirable	Evidenced By
<b>Education and Training</b>			
Educated to GCSE or equivalent	✓		Letter of application
Additional Administration Training Courses	✓		Letter of application
<b>Relevant Experience</b>			
Provision of an administrative/reception service		✓	Letter of application/Interview
Experience of Microsoft packages and use of other software packages	✓		Letter of application/Interview
Working under pressure	✓		Letter of application/Interview
Working with conflicting demands		✓	Letter of application/Interview
<b>Skills and abilities</b>			
Able to work under pressure and meet deadlines	✓		Letter of application/Interview
Able to identify priorities and organise work accordingly	✓		Letter of application/Interview
Able to be innovative in finding solutions to problems	✓		Letter of application/Interview
Excellent interpersonal skills	✓		Letter of application/Interview
Able to work on own initiative or as part of a team	✓		Letter of application/Interview
Ability to manage highly confidential and sensitive information.	✓		Letter of application/Interview
<b>Other</b>			
Excellent attendance and punctuality		✓	Letter of application/Interview
Willing to undertake appropriate training	✓		Interview