**Person Specification**

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| **Factor** | **Essential** | **Assessment Means** |
| **Skills and Knowledge** | * Good IT skills (use of email and word) * Good level of literacy and numeracy * Ability to work in a flexible and responsive way * Ability to work as part of a team * Good communication skills | Assessment and application |
| **Qualifications and Training** | * Five GCSEs including Maths and English (or the equivalent) * A commitment to work towards the academic requirements of the role including Functional Skills | Application and interview |
| **Other** | * Enthusiasm * Good punctuality and ability to manage time well * Friendly, helpful and keen to offer good service to customers * Motivated and willing to learn * Willingness to learn to use a range of software | Application and interview |