**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 |