



Category	Essential	Desirable	Method of Assessment
Education, Qualification & Training	Maths, English and ICT, GCSE Grade 4-9 or equivalent		AF / I
Experience	<ul style="list-style-type: none"> • Good knowledge of Microsoft Office systems • Good keyboard skills • Excellent telephone manner • Numerate and Literate • Excellent communication and interpersonal skills • Ability to work to tight timescales • Good communication skills • Accurate and good attention to detail • (Full training will be provided for the right candidate) 		AF / I
Personal Attributes	<ul style="list-style-type: none"> • Well presented • Comfortable working with figures • Confident • Reliable and punctual • Flexible • Proactive and ability to show initiative • Ambitious and desire to develop • Professional • Eager to learn 		AF / I
Other		Ability to travel between sites.	I