TYNE AND WEAR FIRE AND RESCUE SERVICE

**PERSON SPECIFICATION**

**FIRE SAFETY ASSISTANT**

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| CATEGORY | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALIFICATIONS** | Good numeracy and literacy skills. | AF/AC |
| **WORK EXPERIENCE** | Experience of working in an administrative environment dealing with a variety of clerical tasks. | AF/AC/I/R |
| **SKILLS/**  **KNOWLEDGE/**  **APTITUDE** | Ability to undertake administrative, clerical and WP duties.  Excellent IT skills including experience using databases, spreadsheets and Microsoft Office suite.  Ability to handle, input, extract and manipulate data held in a database accurately.  Good interpersonal and communication skills with the ability to liaise with personnel both internally and externally.  Ability to work efficiently and effectively when working to conflicting deadlines.  Ability to cope with a schedule of routine tasks | AF/AC/I  AF/AC/I  AF/AC  AF/I  AF/AC/I  AF/I |
| **OTHER** | Knowledge of health and safety issues  Knowledge diversity & equality issues.  **Must be able to work to a flexible working scheme, which may include some weekends/evenings.** | AF/I  AF/I  AF/I |

# MEASURE CODE:-

AF APPLICATION FORM

AC ASSESSMENT CENTRE

I INTERVIEW

C CERTIFICATES

R REFERENCES