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/IAF/AC/IAF/ACAF/IAF/AC/IAF/I |
| **OTHER** | Knowledge of health and safety issuesKnowledge diversity & equality issues.**Must be able to work to a flexible working scheme, which may include some weekends/evenings.** | AF/IAF/IAF/I |

# MEASURE CODE:-

AF APPLICATION FORM

AC ASSESSMENT CENTRE

I INTERVIEW

C CERTIFICATES

R REFERENCES