**Person Specification –** Business Support Assistant

Essential Criteria – Business Support Assistant Job Description, Grade 1 – BS1

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| **Criteria** | **Details** |
| **Education/Qualifications** | * English and Mathematics functional skills at level 1 |
| **Knowledge** | * Knowledge and understanding of health and safety at work |
| **Experience** | * Basic IT skills * Minimal experience of working in a business support role |
| **Key Skills and Work Related Circumstances** | * Good verbal and written communication skills * A good understanding of customer care * Ability to work as part of a team |