**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
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| **Knowledge**  | * Knowledge and understanding of health and safety at work
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| **Experience** | * Basic IT skills
* Minimal experience of working in a business support role
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| **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
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