

PERSON SPECIFICATION

Attributes	Essential	Desirable
QUALIFICATIONS	Educated to 4 GCSE's at grade C and above or equivalent to include Maths and English	
TRAINING AND EXPERIENCE	<p>Demonstrable experience in communicating with a wide range of people.</p> <p>To have proven clerical experience and/or be able to demonstrate administrative knowledge.</p> <p>Substantial experience working within an intense customer focused environment.</p>	
SKILLS AND ABILITIES AND KNOWLEDGE	<p>To be able to use own initiative in a demanding environment</p> <p>To be able to work under pressure</p> <p>To be able to prioritise workloads</p> <p>To demonstrate a flexible approach to working practices and work flexibly in accordance with service needs</p> <p>Excellent communicator</p>	