

# Person Specification Form

**Post Title – Faculty Clerk / Admin Support**

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| **Personal Attributes required**  **(on the basis of the job description)** | **Essential (E)**  **or**  **Desirable (D)** |
| **Qualifications**  4 GCSEs (Grade A-C) or equivalent | E |
| **Experience**  Previous administrative/clerical experience in a commercial/public sector environment | E |
| **Knowledge/skills/abilities**  General administrative/clerical skills  Good arithmetic and written skills  Ability to use computers for basic data input and interrogation  Good word processing skills  Good communication skills and telephone manner  Ability to work as member of a team  Ability to organise workload to meet deadlines | E  E  E  E  E  E  E |
| **Other**  Work as part of team to ensure office is staffed during operational hours | E |
| **Special Requirements**  Willingness to undertake First Aid Training | D |