

# 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 skillsGood arithmetic and written skillsAbility to use computers for basic data input and interrogationGood word processing skillsGood communication skills and telephone mannerAbility to work as member of a teamAbility to organise workload to meet deadlines | EEEEEEE |
| **Other**Work as part of team to ensure office is staffed during operational hours | E |
| **Special Requirements**Willingness to undertake First Aid Training | D |