

FACTORS	ESSENTIAL - The successful candidate <u>must</u> be able to demonstrate that they:	DESIRABLE - It would be desirable for the successful candidate to demonstrate that they:	HOW IDENTIFIED
Knowledge, Skills and Experience	• Are literate and numerate • Have some experience of working or volunteering in an administration environment • Have good keyboard skills, including experience in using Word and Excel	• Have knowledge of a variety of software applications including Microsoft and Powerpoint	Application form Interview References
Personal Qualities	The successful candidate must be able to demonstrate their personal qualities by providing examples of how they are: • Able to work with others and establish good working relationships • Able to work independently and use their initiative where necessary • Able to work under pressure and complete work in given timescales	It would be desirable for the successful candidate to demonstrate that they: • Have a willingness and commitment to learn through training and professional development	Application form Interview References
Qualifications / Training / Experience	The successful candidate <u>must</u> be able to demonstrate that they: • Have GCSE English and Maths	It would be desirable for the successful candidate to demonstrate that they: • Have completed additional training or study since leaving school	Application form Interview References