PERSONNEL SPECIFICATION

All requirements listed in this specification must be:

a) essential to the post

b) assessable within the selection process

SKILLS:

- Ability to operate Information Technology systems efficiently and accurately.
- Clearly developed organisational skills.
- Experience of working in a busy office situation.

EXPERIENCE:

- Previous experience of working in a busy office situation.
- Experience of using computer technology.

ABILITIES:

- Ability to work under pressure to tight deadlines.
- Ability to prioritise and organise workload.
- Ability to exercise confidentiality and discretion.
- Ability to communicate effectively.

EDUCATION:

- High standard of English and Maths.

QUALITIES:

- Clear record of good punctuality and attendance.
- Honesty and integrity.
- Loyalty and professional confidentiality.
- Friendly, personable approach.
- Flexibility.