# C:\Users\Richard\Downloads\LOGO everything (1).jpg

# PERSON SPECIFICATION EXAMINATIONS AND DATA ASSISTANT

|  |  |  |  |
| --- | --- | --- | --- |
| **Range of Duties** | **Essential** | **Desirable** | **How Identified** |
| Qualifications | Confident in the use of word processing packages | RSA Stage 2 | Application form |
| Experience | Administrative experience in office or similar environment | Experience of working with young people  Experience of dealing with the public (face to face and/or via the telephone)  Experience of working with Bromcom  Experience of working in school environment  Experience of working with spreadsheet packages | Application form  Interview  Reference |
| Skills | ICT Skills – Word-processing  Good literacy |  | Application form |
| Attitudes | Awareness of confidentiality issues  Patience  Able to work under pressure  Confident in dealing with young people  Flexibility  Able to work on own initiative  Teamwork  Positive Outlook  Resilience – physical & emotional  Well organised |  | Interview  Reference |