# 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 peopleExperience of dealing with the public (face to face and/or via the telephone)Experience of working with BromcomExperience of working in school environmentExperience of working with spreadsheet packages | Application formInterviewReference |
| Skills  | ICT Skills – Word-processingGood literacy |  | Application form |
| Attitudes  | Awareness of confidentiality issuesPatienceAble to work under pressureConfident in dealing with young peopleFlexibilityAble to work on own initiativeTeamworkPositive OutlookResilience – physical & emotionalWell organised |  | InterviewReference |