**PERSONAL SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Specification:** | **Essential (E) /Desirable (D)** | **Gathered from; Application (A), Interview (I), Test (T)** |
| **Qualifications:**  GCSE (or equivalent) English and Maths Grade C or above  BTEC (or equivalent) in an appropriate administrative subject | E  D | A  A |
| **Experience:**  Good typing skills  Minimum of 2 years working in an office environment  Experience working in a school  Ability to use email, Microsoft Word and Excel to intermediate level, for example mail merging  Good proof reading skills  Experience of working with young people  Prior experience in the administration of exams | D  D  D  E  E  D  D | T  A  A  A / T  A/T |
| **Personal Attributes:**  High attention to detail  Understands confidentiality  Clear and effective communicator  Completer finisher | E  E  E    E | I / T  I / T  I  I / T |