**PERSONAL SPECIFICATION**

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| **Specification:** | **Essential (E) /Desirable (D)** | **Gathered from; Application (A), Interview (I), Test (T)** |
| **Qualifications:**GCSE (or equivalent) English and Maths Grade C or aboveBTEC (or equivalent) in an appropriate administrative subject | ED | AA |
| **Experience:**Good typing skillsMinimum of 2 years working in an office environmentExperience working in a school Ability to use email, Microsoft Word and Excel to intermediate level, for example mail merging Good proof reading skillsExperience of working with young peoplePrior experience in the administration of exams  | DDDEEDD | TAAA / TA/T |
| **Personal Attributes:**High attention to detailUnderstands confidentialityClear and effective communicatorCompleter finisher | EEE E | I / TI / TII / T |