**PERSONAL SPECIFICATION**

**Cover Person / Admin support**

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| **Specification:** | **Essential (E) /Desirable (D)** | **Gathered from; Application (A), Interview (I), Test (T)** |
| **Qualifications:**GCSE (or equivalent) English Grade C or above | E | A |
| **Experience:**Experience working in a school Ability to use Microsoft Word and Excel  | DD | AA  |
| **Personal Attributes:**High attention to detailUnderstands confidentialityClear and effective communicatorCompleter finisher | EEE E | I / TI / TII / T |