**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 | D  D | A  A |
| **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 |