

PERSON SPECIFICATION

Qualifications	
The successful candidate will have obtained;	
Essential	GSCE English and Maths Grades A – C/ Level 9 – 4 (or equivalent);
Skills and Experience	
The candidate will be able to demonstrate a record of success in:	
Essential	Utilising the MS Office suite to produce academic or professional documentation;
	Delivering excellent customer service;
	Demonstrating attention to detail throughout their work;
	Maintaining precision and speed whilst inputting data;
	Working individually as well as within a team;
Desirable	Applying an understanding of data and privacy legislation;
	A member or customer facing environment;
	Using a database or CMS system to update and maintain large quantities of data.
Personal Attributes	
The postholder will:	
Essential	Be able to be adaptable and/or flexible in order to meet the demands of the role;
	Be committed to promoting equality and diversity;
	Have a confident telephone manner;
Desirable	Have a background in customer service;
	Have knowledge of the NASUWT or Trade Unions.