



PERSON SPECIFICATION

JOB TITLE: Trainee Admin Clerk

	ESSENTIAL	DESIRABLE
SKILLS, KNOWLEDGE AND QUALIFICATIONS	<ul style="list-style-type: none"> ● GCSE – Maths & English ● Problem-solving skills ● Good communication skills ● Excellent organisational skills ● Good IT skills 	<ul style="list-style-type: none"> ● Workplace experience of diary management
EXPERIENCE	<ul style="list-style-type: none"> ● Good record keeping ● Attention to detail 	<ul style="list-style-type: none"> ● Workplace experience of record keeping. ● Working to specific timescales.
APTITUDES AND ATTRIBUTES	<ul style="list-style-type: none"> ● Good customer care skills ● Good interpersonal skills ● Ability to work as part of a Team ● Strong self-motivation and ability to work alone ● Good time keeping & flexibility to work patterns ● A good approach to scheduled & reactive work patterns ● Willingness to learn & undertake training 	<ul style="list-style-type: none"> ● Experience of working with members of the public ● Experience of working with other people as part of a team