## **Person Specification**

Qualifications: 5 GCSE’s at grade C or above, or equivalent experience.

Knowledge MS Office packages.

Skills Administration skills

& Competencies: Communication skills

 Organisation skills

 Minute taking skills

Experience: At least 2 years experience working in an administrative role

Personal attributes: Proactive, punctual, smart dress code, professional approach,

 team worker, flexible approach and attention to detail.