

## 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.