

Essential skills, experience and qualifications

Use plain text only.

Are there any essential skills, experience or qualifications the person needs to do this job?
For example, a driving licence.

Bear in mind that lots of essential criteria may result in fewer applications.

(Maximum 250 words)

Qualifications

- GCSEs, including English and Maths/Level 2 equivalent

Skills and Knowledge

- Working knowledge of MSoffice and Outlook

Experience

- Basic administration experience would be helpful (but not essential as training will be given)

Personal Attributes

- Committed to high standards of quality and customer service
- Enthusiasm and a willingness to learn

Hours per week This should be a minimum of 25 hours per week on average each month. Only enter whole hours (for example, do not put 25.5)	37.0 hours per week
Working pattern For example, 9am to 1pm, Monday to Thursday. Include any shift patterns. (Maximum 100 words)	Monday to Thursday: 0900 – 1700 Friday: 0900 – 1630 Half an hour for lunch
Hourly rate of pay £ per hour or 'national minimum wage' See www.gov.uk for further information on the National Minimum Wage.	National Minimum Wage/National Living Wage