**Person Specification**

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| **Specification** | **Essential** | **Desirable** | **Assessment Method** |
| Good timekeeping and punctual |  X |  | Interview |
| Ability to follow instructions |  X |  | CV and interview |
| Computer literate |  X |  | CV and interview |
| Complete work on time |  X |  | CV and interview |
| Trustworthy and keep details confidential |  X |  | CV and interview |
| Reliable |  X |  | Interview |
| Communicate with others |  X |  | CV and interview |
| Work with Excel spreadsheets |  |  X | CV  |