**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 |