# Temporary Staff Bank - Person Specification

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| **Competency** | **Essential** | **Desirable** |
| **Skills and Understanding** | Demonstrate excellent communication skills both written and oral.  Well organised and methodical.  Strong customer service skills and experience.  Ability to prioritise. | Intermediate/Advanced IT skills from Microsoft package - including outlook, word and excel. |
| **Prior Experience** | Experience of working in an administrative role.  Experience of working in an office environment. | Experience of working within a HE environment. |
| **Behavioural Characteristics** | Good interpersonal skills.  Effective team working skills.  Strong attention to detail.  Effective time management skills.  Ability to present a professional image at all times.  Reliable.  A fast learner.  A team player. |  |
| **Circumstances** | Flexibility with regards to working hours. |  |