

PERSON SPECIFICATION: General Assistant

DESIRABLE or ESSENTIAL	What we are looking for	Assessed in	Q	Score
	QUALIFICATIONS AND TRAINING			
Desirable	Good general education up to GCSE level or equivalent	ApF		/1
	WORK BACKGROUND AND EXPERIENCE			
Desirable	Familiarity with using a computer with Microsoft Windows / entering data	ApF		/4
	PARTICULAR SKILLS AND ABILITIES			
	<i>Specialist Skills</i>			
Essential	Ability to deal with and remain <u>self-motivated</u> carrying out <u>mundane and routine manual</u> work but able to follow instructions appropriately	Int		/10
Essential	Able to work quickly , having nimble fingers	ApF/Ass		/10
Essential	Able to lift and move heavy and large items around the warehouse	Ass		/2
	<i>Communication And Numeracy Skills</i>			
Essential	Ability to carry out simple numerical tasks	Ass		/4
	<i>Initiative</i>			
Essential	Proactive & able to work on own initiative i.e shows evidence of being a self-starter, needing little supervision in time	Int		/4
	<i>Interpersonal And Social/Team</i>			
Essential	Friendly and outgoing	Int (Obs)		/4
Essential	Able to work by yourself	Int		/8
Essential	Excellent listening skills	Int (Obs)		/4
	<i>Quality/Thoroughness</i>			
Essential	Shows an eye for detail	ApF/Ass		/4
Essential	Demonstrates a high level of common sense when introduced to different tasks			
	<i>Commitment And Motivation</i>			
Essential	Demonstrates a strong commitment to doing a good job and working professionally	Int		/4
Essential	Shows commitment to put in extra effort and stick with task until it is completed	Int		/2
Essential	Desire and willingness to learn.	Int		/4
	<i>Organisation /Planning</i>			
Essential	Extremely well organised, excellent planning and prioritising ability.	Int		/4
	<i>Flexibility</i>			
Essential	Flexible to the needs of the organisation	Int (Obs)		/4