

*Summer Community Hub Assistant*

 Person Specification

| **Factor** | **Essential (E)** **Desirable (D)** |
| --- | --- |
| **Experience** |
| Customer Service experience | **D** |
| **Knowledge** |
| Infant clothes sizing | **D** |
| local primary and secondary schools for uniform sorting | **D** |
| **Skills & Abilities** |
| Good interpersonal skills | **E** |
| Good organisation skills  | **E** |
| Good verbal communicator  | **E** |
| Good maths and English skills - level 4 actual or predicted at GCSE | **D** |
| Valid Driving Licence and access to own vehicle | **D** |
| **Personal Qualities** |
| Professional attitude and conduct | **E** |
| Flexible and adaptable to change in the working environment | **E** |
| Able to work on own initiative and with a team | **E** |
| **Other** |
|  |  |
| **See Job Description for level of DBS check required** |