



## *Summer Community Hub Assistant*

### Person Specification

Factor	Essential (E) Desirable (D)
<b>Experience</b>	
Customer Service experience	D
<b>Knowledge</b>	
Infant clothes sizing	D
local primary and secondary schools for uniform sorting	D
<b>Skills &amp; Abilities</b>	
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
<b>Personal Qualities</b>	
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
<b>Other</b>	
See Job Description for level of DBS check required	