



Person Specification – Quality Administrator

Criteria	Essential	Desirable	How Measured
Education	<ul style="list-style-type: none"> • GCSE Grade C English Language or equivalent • OCR CLAIT or equivalent • Basic typing skills 	<ul style="list-style-type: none"> • RSA certificate in typing or equivalent • GCSE Grade C Maths or equivalent 	Certificates
Experience	<ul style="list-style-type: none"> • Previous Administration Role • Computer Literate 	<ul style="list-style-type: none"> • Previous customer/supplier facing role • Experience of using a variety of different software packages • Quality 	Application At Interview
Aptitude	<ul style="list-style-type: none"> • Ability to work under pressure • Ability to prioritise own workload & work with limited supervision • Ability to undertake multiple tasks • Strong interpersonal & communication skills 	–	Application At Interview
Physical make-up	<ul style="list-style-type: none"> • Smart Appearance • Clear Speech • Confident, friendly nature • Mature Attitude 	–	At Interview

Last Updated:	October 2020
---------------	--------------