

PERSON SPECIFICATION

	<u>Essential</u>	<u>Desirable</u>
Qualifications	<p>Applicants should be in possession of:</p> <ol style="list-style-type: none"> 1. 2 GCSE passes at grades A, B or C, to include English Language, or 2. 2 GCE passes 'O' Level, 2 CSE grade 1 or 2 CEE grade 1, 2 or 3, to include English Language, or 3. A full GNVQ (Intermediate), BTEC (Intermediate) or BTEC (First Diploma), OCR National (Level II award), NVQ (Level II award) together with one GCSE pass at grade A, B or C, GCE 'O' Level, CSE grade 1 or CEE grades 1, 2 or 3 in English Language. <p>Applicants not in possession of the abovementioned qualifications will be required to pass an entrance examination.</p>	
Experience & Knowledge	<p>Experience of working effectively under pressure where tasks are time critical.</p> <p>Experience of office administration work.</p> <p>Experience of working as part of an integrated team.</p>	<p>Experience of working in a sorting office environment.</p> <p>Awareness of Health & Safety at Work issues.</p>
Key Skills and Behaviours	<p>Good team spirit.</p> <p>Ability to communicate clearly, concisely and in a friendly manner with members of the public generally and specifically with customers making observations.</p> <p>Ability to communicate with outside agencies such as freight agents, suppliers etc. This comprises both direct personal contact and over the telephone.</p>	

Key Skills and Behaviours	<p>Demonstrable good level of basic literacy & numeracy.</p> <p>Ability to read and sort mail quickly and accurately and deliver mail in accordance with set criteria.</p> <p>Ability to comply with checklists</p> <p>Ability to operate any postal machinery such as cancelling / franking machines etc.</p> <p>Good driving skills.</p>	
Other requirements	<p>Must be in possession of a valid 'A' and 'B' class driving license (Light motorcycles with a cubic capacity not exceeding 125cc and of a power not exceeding 11kw and Motorcars with up to 8 passenger seats and up to 3500 kg with a trailer up to 750 kg).</p>	