

**PERSON  
SPECIFICATION  
Creative Studio  
Administrator**

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Excellent IT, numeracy and literacy skills and Microsoft Office packages including Teams or the equivalent software.	Essential	Application Form
Ability to work under pressure calmly, prioritise own workload to meet competing demands and deliver work by requested deadlines.	Essential	Application Form/supporting statement/Interview
Ability to work in a team and a flexible approach to work.	Essential	Application Form/supporting statement/Interview
Close attention to detail and a high level of accuracy in all areas of work	Essential	Application Form/supporting statement/Interview
Highly effective interpersonal and communication skills (both oral and written).	Essential	Supporting Statements/Interview
Experience in using high volume digital copier machines and workflow software.	Desirable	Supporting Statements/Interview
Commitment to personal development and training.	Essential	Supporting Statements/Interview
A proactive work ethic, customer focused attitude and able to deliver excellent customer service.	Essential	Application Form/supporting statement/Interview
Experience of using digital and inkjet printers,	Desirable	Application Form/supporting statement/Interview
Hold a full clean driving license and able to undertake manual handling in relation to loading printers and deliveries.	Desirable	Application Form/supporting statement/Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally

used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.

- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by competency based interview questions, tests, presentation etc.