

PERSON SPECIFICATION

Arts Centre Assistant (Arts Centre)

Essential	Desirable	How Tested
Qualifications		
Good standard of fluency in spoken English Good standard of Maths to GCSE or equivalent level	Customer Care NVQ2 level or equivalent	Qualifications Application form Interview
	Possession of Food Hygiene Certificate	Interview
Experience		
	Previous experience of working in a public Environment	Application form Interview
Special Aptitudes		
Good personal hygiene		Interview
Clean / Smart appearance		Interview
Courteous with customers	Previous experience of dealing with the public	Interview
Ability to work as part of a team	Previous experience of team work	Interview
Accuracy and attention to detail Bright, confident and friendly Good sense of humour Ability to operate effectively within a small team and when working alone Confident, professional, enthusiastic and self-motivated	Interest in arts and entertainment events	Interview

March 2017