

JOB VACANCY

Person specification

Experience

Skills, experience and specific knowledge required for this job.

Details	Essential	Desirable	Evidence
Experience of taking minutes accurately and quickly	✓		· Application Form · Interview
Reliable and punctual	✓		· Application Form · Interview
Familiar with working confidentially	✓		· Application Form · Interview
Strong IT and typing skills	✓		· Application Form · Interview
Good listening skills	✓		· Application Form · Interview
Excellent written and spoken English	✓		· Application Form · Interview
Able to type up the minutes to an agreed deadline	✓		· Interview
Ability to commit to a minimum of 6 months	✓		· Interview

Other relevant information

Details	Essential	Desirable	Evidence
Be subject to an enhanced DBS check	✓		· Interview
Adhere to Burton Street Foundation confidentiality policies	✓		· Interview
Have no prior connection with The Burton Street Foundation	✓		· Interview