



**Person Specification**  
**Centre Support Assistant**

	Essential	Desirable	Evidenced in (A/I/C) *
<p><b><u>Knowledge, Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Customer service experience, preferably in a front facing role.</li> <li>• Working in a team environment</li> <li>• Health and safety knowledge, especially around cleaning.</li> <li>• Mental health services experience</li> <li>• Charity sector experience</li> </ul>	<p>/</p> <p>/</p> <p>/</p>	<p>/</p> <p>/</p> <p>/</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A</p>
<p><b><u>Qualifications/Training</u></b></p> <ul style="list-style-type: none"> <li>• GCSE Maths and English</li> <li>• First Aid at Work</li> <li>• Mental Health First Aid</li> </ul>		<p>/</p> <p>/</p> <p>/</p>	<p>C</p> <p>C</p> <p>C</p>
<p><b><u>Additional requirements</u></b></p> <ul style="list-style-type: none"> <li>• Flexible to the changing demands of the charity.</li> <li>• Self-motivated, can work from own initiative.</li> <li>• Ability to work evenings and weekends.</li> </ul>	<p>/</p> <p>/</p> <p>/</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p>

\*A = application, I = interview, C = certificate