

## PERSON SPECIFICATION

<b>Post Title: Cemetery Co-ordinator</b>		<b>Grade: SCP 15</b>
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<b>Skills and attributes sought</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge and previous experience	Able to work on own initiative. Computer literate.	Experience in the funeral industry
Education	Excellent literacy and numeracy skills. Excellent working knowledge of accounting.	
Special skills	Data entry skills. Accuracy and attention to detail. Friendly, sympathetic. Empathetic and diplomatic Methodical and organised. Flexible. Able to assimilate new information quickly	Ability to prioritise
Others	Live in or very near to Ellesmere. Flexible working hours to meet the needs of undertakers, memorial masons and others needing access to the Cemetery	

Prepared by: GW	Date: January 2023
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