

## PERSON SPECIFICATION

### C46 Bereavement Assistant Apprentice

Specification Type	Additional/changed requirements	E/D	Measure
<b>Personal Skills</b>	Ability to work as part of a small team	E	1,3
<b>Personal Skills</b>	Possess a flexible approach to work	E	1,3
<b>Personal Skills</b>	Possess excellent customer care skills	E	1,3
<b>Personal Skills</b>	Possess excellent communication skills	E	1,3
<b>Personal Skills</b>	Ability to work with accuracy and attention to detail	E	1,3
<b>Experience</b>	Experiencing of working with the public	E	1,3
<b>Experience</b>	Experience of working in an office environment	D	1,3
<b>Experience</b>	Experience of undertaking scattering of ashes services	D	1,3
<b>Experience</b>	Experience of using financial systems and package	D	1,3
<b>Experience</b>	Experience of working in a crematorium and undertaking cremation duties	D	1,3
<b>Attainments/Qualifications</b>	Possess a relevant administration based qualification or relevant experience	D	1,3,4
<b>Attainments/Qualifications</b>	Be willing to be trained as a Crematorium Technician	E	1,3,4
<b>Knowledge</b>	Knowledge of Microsoft packages including excel and word	E	1,2,3
<b>Knowledge</b>	Knowledge of the processes and administrative processes involved in operating a Crematorium and Burial service	D	1,3
<b>Special Requirements</b>	Ability to work flexibly to the meet the needs of the service	E	1,3
<b>Special Requirements</b>	Willingness to learn/adapt	E	1,3
<b>Special Requirements</b>	Ability to undertake ash scatterings in the Crematorium grounds	E	1,3
<b>Special Requirements</b>	Ability to undertake chapel and cremation duties and associated functions	E	1,3

**Car Allowance:**

This post does carry a designated car user status

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]

**E/D:**

Essential (E)  
Desirable (D)

**Measure:**

