



Person Specification: Tutor

	ESSENTIAL	DESIRABLE
General	<ul style="list-style-type: none"> • Good time management • Flexible • Tidy and organised 	
Communication Skills	<ul style="list-style-type: none"> • Good telephone, written and verbal communication skills 	<ul style="list-style-type: none"> • Able to communicate using sign language
Interpersonal Skills	<ul style="list-style-type: none"> • Be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds and with a variety of abilities and needs 	
Financial Management	<ul style="list-style-type: none"> • To have a good degree of numeracy 	
Team Working	<ul style="list-style-type: none"> • To be able to maintain and develop a team working approach within Camtrust 	
Information & Communication Technology Skills	<ul style="list-style-type: none"> • To have experience in using the internet, Word, PowerPoint and Excel 	
Equal Opportunities	<ul style="list-style-type: none"> • To be committed to equal opportunities for everyone and especially people who have received unfair treatment due to gender, race, sexuality, disability or age 	
Working with Vulnerable Adults	<ul style="list-style-type: none"> • To have empathy with the needs and interests of vulnerable adults 	<ul style="list-style-type: none"> • Experience of working with vulnerable adults
Disclosure and Barring Service (DBS)	<ul style="list-style-type: none"> • To undergo and pass an enhanced DBS check 	