

**Staff Skills**

Customer service

Friendly and approachable

Communication Skills

Knowledgeable

Computer Skills

Patient

Good with children and young people

Good team worker

Good at working alone

Creative

Time Management

Flexible

**Customer service**

Good at talking to people from the public and willing to help.

**Friendly and approachable**

Easy to talk to, kind and considerate.

**Communication Skills**

Good at telling people about things either face to face or using a computer.

**Knowledgeable**

Know a lot about either a specific topic or a range of topics and is willing to learn more.

**Computer Skills**

Can use computers including; emails, PowerPoints, Social media, photo editing and more

**Practical**

Good at doing manual jobs (using your hands to make and fix things)

**Patient**

Will stay calm even when stressed.

**Good with children and young people**

Are happy engaging and exciting young people.

**Good team worker**

Works well with other people.

**Independent worker**

Works well without other people helping.

**Creative**

Can think of new ideas and different ways of doing work.

**Time Management**

Good at following deadlines.

**Flexible**

Is able to change the way they work quickly and with little stress. Is happy to do a job which is unpredictable.