**TEMPLATE: Person Specification**

Use this template to develop your person specifications

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications |  |  |
| Attainments / Competencies  (list as required) |  |  |
| Previous experience |  |  |
| Experience required |  |  |
| Special aptitudes  (e.g. oral or written skills, manual dexterity etc.) |  |  |
| Physical abilities, circumstances  (only if it is a justifiable requirement for the job) |  |  |