



PERSON SPECIFICATION FORMAT

Job Title: Sub editor

Location: Ilford

Job Ref. Number: SE

SECTION	ESSENTIAL CRITERIA In order of priority	METHOD OF ASSESSMENT Must be identified by each criteria
Education / qualifications Training	Minimum of two A-levels NCE certificate Sub editing course successfully completed	Application form Application form Application form
Experience	Three years as a reporter on a news desk	Application form/interview
Knowledge / skills	Attention to detail The ability to write accurate and eye-catching headlines Good standards of literacy and a concise writing style Knowledge of newspaper law Flair for design	Work test Work test Work sample/test Application form Work sample
Work related attributes, qualities, competencies	Imaginative design skills Good communication skills in dealing with colleagues Flexibility	Work sample Interview Interview

Minimum Shortlist Score required ()

If more than six applicants meet the minimum shortlist score of ()

only the top six score will be interviewed. Date score entered:../.../...

Prepared by : Date prepared:../.../....

Reference No: