

PERSON SPECIFICATION

Post Title	Senior Clerical Assistant – Primary School	Band	3	Job Evaluation Reference	G221
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Qualifications as an essential criteria can only be asked if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)					
*equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study					
Educated to SCQF Level 4 (Standard Grade) or equivalent knowledge/experience.				X	
Basic ICT qualification i.e. ECDL					X
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Knowledge of office processes & equipment				X	
Knowledge of SEEMiS and other relevant systems					X
Financial record keeping					X
Partnership Working					X
Microsoft software package e.g. Word / Excel / Outlook				X	
Some experience working in an office environment				X	
Dealing with multiple stakeholders				X	
Reception/telephone/visitors				X	
3. SKILLS AND ABILITIES				Essential	Desirable
Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
High degree of accuracy				X	
Confident in the use of electronic systems				X	
A Able to manage own workload & prioritise tasks appropriately				X	

Ability to work to deadlines	X	
Ability to work independently	X	
Ability to follow processes & procedures	X	
4. PERSONALITY FACTORS	Essential	Desirable
• Include personality traits and interpersonal skills that align to the Councils Core Behaviours		
Welcoming and courteous manner	X	
Excellent interpersonal skill	X	
Confidentiality	X	
Structured & organised approach to work	X	
Flexible	X	
Patient manner	X	
5. OTHER REQUIREMENTS	Essential	Desirable
• Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc		
Willingness to learn	X	
Adherence to Council & department policy & procedures	X	
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: • Strengthen – our Communities • Understand – our children's needs • Protect – our vulnerable people • Promote – equality and diversity • Open and transparent – at all times • Respect – our environment • Treat – each other with kindness		

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.