PERSON SPECIFICATION

Post Title	Clerical Assistant	Band	2	Job Evaluation Reference	G001

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 or equivalent in relevant subjects, or equivalent knowledge/experience	✔	
ICT qualification/training e.g. ECDL		✔
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**		
Some experience working in an office		✔
Dealing with the public and/or children		✔
Reception/telephone		✔
Office systems and equipment	✔	
Children's needs		✔
Council systems e.g. SEEMIS, PECOS, Integra		✔
Financial record keeping		✔
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	✔	
PC work e.g. Microsoft Office	✔	
Prioritise		✔

Work with minimum guidance	✔	
Work to deadlines	✔	
4. PERSONALITY FACTORS	**Essential**	**Desirable**
• **Include personality traits and interpersonal skills that align to the Councils Core Behaviours**		
Pleasant manner	✔	
Non-confrontational manner	✔	
Diplomatic	✔	
Good interpersonal skills	✔	
Confidentiality	✔	
Structured/organized approach	✔	
5. OTHER REQUIREMENTS	**Essential**	**Desirable**
• **Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc**		
Flexible	✔	
Willingness to learn	✔	

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.