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.