

PERSON SPECIFICATION
College Services Assistant

KEY	SKILL/QUALITY	Essential	Desirable	METHOD OF ASSESSMENT		
				Application Form	Interview	Presentation/Tasks
What educational background is required? e.g. GCSE/degree level etc	<ul style="list-style-type: none"> ◆ Qualifications at level 2 or equivalent (Maths & English) 	✓		<input checked="" type="checkbox"/>		
What professional qualifications are required? E.g. teaching, secretarial, qualifications	<ul style="list-style-type: none"> ◆ Good working knowledge of Microsoft Specifically, Outlook, Word and Excel 	✓		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Is previous job experience necessary? How many years? In what type of role? eg similar experience or responsibilities in Education	<ul style="list-style-type: none"> ◆ Ability to demonstrate experience of providing a high level support service, preferably in an education environment. ◆ Ability to demonstrate experience of effective working with a wide range of clients in a medium to large size organisation. ◆ Ability to demonstrate experience of dealing diplomatically, tactfully and sensitively with people in difficult situations. 	✓	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the job require specialist knowledge or skills? eg legislation, policy-making, supervisory experience, clerical skills	<ul style="list-style-type: none"> ◆ High level of IT skills. ◆ High level literacy skills [spelling and grammar skills]. ◆ High level of organisational skills. 	✓		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
What personal qualities are required? Eg enthusiasm, initiative, team working skills	<ul style="list-style-type: none"> ◆ Ability to manage a constant workload with conflicting demands to achieve deadlines. ◆ Ability to demonstrate a sense of humour and a warm and approachable personality. ◆ Ability to show discretion/maintain confidentiality and gain the trust of staff. ◆ Ability to work on own initiative and as part of a team. 	✓			<input checked="" type="checkbox"/>	
Is there any other job requirement? Eg evening/weekend duties, Governor liaison	<ul style="list-style-type: none"> ◆ Occasional evening and weekend work. (College open events) 	✓			<input checked="" type="checkbox"/>	