

SHROPSHIRE COUNCIL

PERSON SPECIFICATION

POST OF: Training & Development Assistant

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. Please pay particular attention to those criteria below which are indicated as being assessed via the application form. You are expected to use the application form as a means to demonstrate, with examples, how you meet the person specification criteria below – a re-wording of the criteria listed will not guarantee an interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW ASSESSED
QUALIFICATIONS	<ul style="list-style-type: none">• GCSE grade A- C or equivalent in English and Maths.• Word Processing RSA level 2 or equivalent.	<ul style="list-style-type: none">• NVQ Level 2 in Business Administration or a comparable qualification.• ECDL (European Computer Driving Licence)	A, I
WORK EXPERIENCE AND DESIRED VOCATIONAL TRAINING	<ul style="list-style-type: none">• Knowledge of Microsoft Word for Windows and Excel.	<ul style="list-style-type: none">• Experience of working in a busy clerical support function.• Experience of working in a highly confidential environment• Experience of taking minutes of meetings.• Experience of using databases, managing and maintaining data, inputting and extracting information	A, I, T
OTHER RELEVANT EXPERIENCE AND/OR INTERESTS			

ATTRIBUTES	ESSENTIAL	DESIRABLE	COMMENTS
SPECIAL(IST) KNOWLEDGE	<ul style="list-style-type: none"> • Ability to work to tight deadlines, both weekly and monthly. • Computer familiarity with WP and Spreadsheet packages. 		A, I, T
JOB-RELATED PERSONAL SKILLS	<ul style="list-style-type: none"> • Good interpersonal communication skills are essential. Able to demonstrate a high level of organisational ability, paying attention to detail. • Numerate, methodical, accurate, attention to detail. • Able to work in a shared office environment. • Able to relate with other people at all levels. • Able to work in a customer focused way. 		A, I, T
SPECIAL WORKING CONDITIONS	<ul style="list-style-type: none"> • Able to communicate effectively at all levels, using initiative and working as part of a small team. 		I

Signed: _____ Date: _____