

Community Services Directorate

Person Specification

Post of: Training Assistant

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. All of the criteria below will be assessed via your application form; further methods will be used to support this in the interview stage. 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.

Method of Assessment-

S - Scenario I - Interview P - Portfolio T - Test D- Documents

Qualifications

How Assessed - D

Essential:

- NVQ Level Three in Business Admin/Customer Service or Equivalent or GCSE Grade A - C English and Maths.

Desirable

- European Computer Driving Licence or equivalent

Work Experience and Vocational Training

How Assessed – D. I. P.

Essential:

- Experience of organising events, venues
- Experience of monitoring budgets

Desirable:

- Previous experience of working in Training or Personnel office
- Able to produce computerised management information reports
- Able to minute-take

Other relevant experience and/or interests.

How Assessed – D. I. P.

Essential:

- Experience of working in a busy working environment with many interruptions

Desirable:

- Knowledge / experience of the social care or health sector

Specialist Knowledge

How Assessed – D. I. P.

Essential:

- Computer Skills, including producing Spreadsheets, Databases and Word Processing
- Able to use Microsoft Excel, Access, Word, Power-point and experience of using email/Internet

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Job related personal skills

How Assessed – D. I.

Essential:

- Able to organise and manage own workload
- Demonstrate use of own initiative
- Able to prioritise workload to meet deadlines
- Team worker
- Able to adapt to changing priorities
- Demonstrate a positive, helpful approach to dealing with customers and colleagues
- Able to adapt communication (verbal and written) to different groups

Desirable:

- Willing to use own car for occasional, pre-planned work related travel
- Willing to adapt hours to the needs of the service with sufficient notice

Special working conditions

How Assessed - I

Essential:

No smoking environment