

## Person Specification

<b>Role</b>	<b>Administrator for the Tommy Flowers SCITT/ PEP:mk</b>	<b>Last Reviewed</b>	May 2023
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### Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*. These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

JE	Criteria	Essential / Desirable	How Assessed
	<b>Personal Qualities</b>		
II3	Ability to take own initiative and prioritise own workload with little or no supervision	E	AF/SS/I
IC3	Good interpersonal skills	E	AF/I
	Ability to work as part of a team and on your own	E	AF
IC2	Ability to provide information and guidance to a variety of audiences	D	AF
MC2	The ability to multi task and prioritise	E	I
MC2	Good accurate data entry skills and attention to detail	E	SS/I
	<b>Knowledge &amp; Skills</b>		
AS3	Basic analytical skills and the ability to identify problems	E	AF/SS/I
IC3	Experience in providing training and / or motivating others	D	AF/SS
K3	Good literacy and numeracy skills required	E	AF/SS
	<b>Technical</b>		
	Proficient in IT programmes including Word, Excel and databases	E	AF/SS/I
K3	Ability to apply complex knowledge of procedures and systems and the operation of equipment to perform tasks	E	AF/SS/I
	<b>Experience</b>		
	Previous Administrative experience	E	AF/SS
ED1	Experience of working in the public sector	D	AF/SS
RF2	Previous experience of raising purchase orders and adhering to financial procedures	D	AF/SS
RPh1	Ability to undertake work which requires occasional physical effort	D	AF/SS/I

	<b>Qualifications</b>		
	5 A*-C Grades GCSE including English and Math's	D	AF
	Higher education or significant relevant training and qualification	D	AF
	<b>Service</b>		
	A commitment to working for the benefit of others	E	SS / I
	A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E	SS / I