Person Specification

Post title	Information and Support Team Assistant	Grade	C
Department	Information and Support	Post ref	

Competencies	
Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.	

Competency framework relevant to the post:	Employee Assessment
Seeing the big picture.	Application Form/Interview
Communication	Application Form/Interview
Team Working	Application Form/Interview
Delivering Value for Money and Quality Services	Application Form

Skills	Essential / Desirable	Assessment
Excellent keyboard skills	Essential	Test
Attention to detail and work with a level of accuracy	Essential	Test/Application Form
Written/Oral Communication	Essential	Test/Application Form

Knowledge	Essential / Desirable	Assessment
Microsoft Office	Essential	Application Form/Interview
Northgate Software	Desirable	Application Form

Experience	Essential / Desirable	Assessment
Dealing with the public and other outside agencies	Essential	Application Form/Interview
Ability to maintain computer records and input data	Essential	Application Form/Interview
Experience working in an office environment	Essential	Application Form/Interview

Qualifications	Essential / Desirable	Evidence
3 G.C.S.E.'s A-C (or equivalent) or significant experience in a similar role	Essential	Application Form/Certificates Provided

Equality Act 2010
The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.

Date produced / last amended
21.07.2021