

Person Specification – Support Services Administrator

	Essential	Desirable	Determined from: Application form (Tick if applicable)	Identified at Interview (Tick if applicable)	Identified from other source (To be detailed) Test/Presentation/Case study/Set question(s) etc
Qualifications	Educated to SNC level or equivalent	SVQ Level 3	✓		Verified only if offered appointment.
Experience	Relevant experience of administrative work Experience of working with customers both face-to-face and on the telephone General finance experience e.g. petty cash General Human Resources e.g. payroll	Relevant administrative experience in a similar environment.	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	
Knowledge	Knowledge of general office administrative systems including handling of confidential information		✓	✓	
Skills	Ability to touch type (min 40wpm) Microsoft Word (Intermediate) Excel (Intermediate) Ability to create, adapt and update spreadsheets Access - a general knowledge		✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	Word processing test. Excel test.

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	<p>Excellent communication skills (verbal and written)</p> <p>Ability to manage time and prioritise work</p>	<p>Access - ability to create, maintain and manage databases</p> <p>Ability to use own initiative</p> <p>Ability to work as part of a team</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Values/Attitudes	<p>Commitment to Sacro's aims and objectives</p> <p>Commitment and respect of diversity and difference</p>	<p>Commitment to making full use of technology</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Other		Flexible, adaptable approach	✓	✓	

* Please note that specific posts within Sacro are subject to a satisfactory Disclosure Scotland Check. Driving licence, insurance documentation and qualifications will be verified, where required, for “preferred candidates” only.