

**Person Specification – Support Services Assistant**

	<b>Essential</b>	<b>Desirable</b>	<b>Determined from: Application form</b> (Tick if applicable)	<b>Identified at Interview</b> (Tick if applicable)	<b>Identified from other source (To be detailed)</b>  Test/Presentation/Case study/Set question(s) etc
Qualifications	Educated to Standard Grade level or equivalent		✓		Verified only if offered appointment
Experience	Experience of routine Clerical work (either paid or voluntary)  Data inputting	Experience of working with stakeholders at all levels, both face-to-face and on the telephone  Ability to relate to a diverse client group displaying a range of needs  Experience of using Excel and Access	✓  ✓ ✓  ✓	✓  ✓  ✓  ✓	
Knowledge	Knowledge of Microsoft Office		✓		Typing Test
Skills	Excellent keyboard skills  Good communication skills (verbal and written)  Ability to handle confidential materials and information  Ability to pay attention to detail  Ability to work as a member of a team		✓  ✓  ✓  ✓  ✓	✓  ✓  ✓  ✓	Typing Test
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.

