

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Modern Apprenticeship Coordinator	Grade:	14-17
Division/Section:	MBD	Date:	
Prepared by:	Jacqui Taylor		
Designation:	Head of Marketing and External Relations		
Reviewed by:			
Designation:	HR Manager		

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

PERSON SPECIFICATION

1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	Essential	
	Excellent organisational skills and attention to detail.	Application Form
	Time management skills and ability to work effectively under pressure.	Application Form
	Proven ability to communicate at all levels both in writing and verbally.	Application Form/ Interview
	Proven teamworking skills.	Application Form/Interview
	Confident negotiator	Application Form
	Proven ability to problem solve and make quick decision under pressure.	Application Form
	Flexible and adaptable	Interview
	Desirable	
		Application Form

	Technical awareness to set up and manage simple AV systems and software packages such as Microsoft Powerpoint.	Application Form
	Report writing and data analysis	Interview
	Awareness of local and national skills strategies.	Interview
	Awareness of Skills Development Scotland Funded programmes.	

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential Educated to HNC level or equivalent or experience working in a similar role. Good standard of IT literacy and a working knowledge of software packages including: PowerPoint, Microsoft office and databases. Driving License	Application Form Application Form/Interview Application Form
	Desirable Experience of preparing paperwork for Audit. Experience of the Education and Learning Environment. A knowledge of the Apprenticeship Family	Application Form Application Form/Interview Application Form/Interview

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential Awareness of the importance of confidentiality. High level of accuracy required and the ability to produce high quality work within tight timescales with limited supervision. Ability to prioritise own workload and work on own initiative.	Interview Application Form/Interview Application Form
	Desirable Budget monitoring	

4. PEOPLE

No.	Description	Method of Assessment
	Essential Ability to work effectively on your own as well as part of a team. Commitment to customer care focused provision of service.	Interview Interview
	Desirable Effective Partnership working	Application Form/ Interview

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential Commitment to equal opportunities Must be flexible in terms of working hours as this post requires evening and weekend work.	Application Form /Interview Interview