

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Support Worker SFL	Grade:	10-13
Division/Section:	Skills for Life	Date:	April 2019
Prepared by:	Alistair Fowlie		
Designation:	Deputy Head of Curriculum		
Reviewed by:	Danielle Watson		
Designation:	HR Advisor		

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. SKILLS AND ABILITIES

No.	Description	Method of Assessment
	Essential	
1.	Good communication and interpersonal skills	Interview
2.	An ability to work cooperatively with students and lecturing staff	Interview
3.	Good IT skills	Application Form
4.	Good literacy skills	Application Form
5.	Good numeracy skills	Application Form
	Desirable	

2. KNOWLEDGE

No.	Description	Method of Assessment
	Essential	
1.	Awareness of the needs of people with sensory, physical or specific learning difficulties.	Application Form
2.	Health and Safety issues.	Interview
	Desirable	

3. TRAINING

No.	Description	Method of Assessment
	Essential	
1.	Willingness to undergo relevant training.	Interview
	Desirable	

4. EXPERIENCE

No.	Description	Method of Assessment
	Essential	
1.	Supporting individuals/groups with sensory, physical or specific learning difficulties	Application Form/Interview
	Desirable	

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential	
1.	Flexibility with regards to hours	Interview
2.	Appreciation for need for confidentiality.	Interview
	Desirable	