

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Vocational Training Advisor	Grade:	14-17
Division/Section:	Business/Administration and accounting	Date:	June 2026
Prepared by:	Lucy Huby		
Designation:	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. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	Essential	
	Good communication skills	Application Form/Interview
	I.T. Skills	Application Form/Interview
	Numerical skills	Application Form/Interview
	Desirable	
	Training and assessing in business environment	Interview
	Knowledge of SVQ Standards and Awards.	Application Form/Interview

EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential 2 years recent experience in an office/business environment Relevant qualification e.g HNC, HND in Administration Assessor award (A1)	Application Form/Interview Application Form
	Desirable Training and assessing in relevant work context Verifier award (V1)	Application Form/Interview Application Form/Interview

2. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential Accuracy required in all work relating to training and record keeping	Application Form/Interview
	Desirable	

3. PEOPLE

No.	Description	Method of Assessment
	Essential Excellent interpersonal skills. Excellent communication skills.	Interview Application Form/Interview
	Desirable Ability to work as part of a team	Application Form/Interview

4. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential Flexibility with regard to hours of work Full Driving Licence	Application from/Interview Application Form

