

PERSON SPECIFICATION

Attributes	Essential	Desirable	Evaluation Method
Experience		Previous experience of working in an office or school environment.	Application form and Interview.
Qualifications and Training	3 National 4s (one of which must be English)	Core skills at level 4 Completed some work experience.	Application form and Interview.
Knowledge	Effective interpersonal and communications skills. IT and Keyboard skills. Numeracy skills. Organisational and time management skills. Ability to follow training plans for vocational qualifications portfolio building.	Knowledge of the Microsoft Office package.	Application form and Interview.
Skills and abilities we are looking for:	Interpersonal and communication skills. Organisational and time management skills. Numeracy skills. Ability to follow training plans for vocational qualification portfolio building. Good keyboard skills. Good customer care skills. Time management skills and well organised.		

Personal qualities we are looking for:	Ability to work as part of a team and on own initiative. Ability to undertake multiple tasks and work to deadlines. Attention to detail. Ability to maintain confidentiality on all matters.
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Moray College UHI expects that all staff recruited to the college will demonstrate the following personal attributes and values:

- High level of commitment to improving people's lives through learning.
- Outstanding levels of professional competence.
- High levels of personal integrity and respect for others.
- Ability to work well as part of a team.
- Ability to show initiative.
- Positive and proactive in responding to the needs of the College, students and other staff.
- A strong commitment to promoting equality and excellence in all we do.