

PERSON SPECIFICATION and ASSESSMENT FORM

Candidate Name		Post Ref No	7/00659
Post Title	School Support Manager	JE Ref	G271
Service	Education	Band	9
Base	Dumfries High School		

References	Name	Good	Fair	Poor
1				
2				

Requirements <i>Essential (E) or Desirable (D)</i>	E	D
1. Education and Training	Score	
Recognised qualification in accountancy/business, office admin. or ICT at HNC/SVQ3) or equivalent	✓	
IOSH / General Certificate in Occupational Health and Safety		✓
2. Experience	Score	
Extended experience in administration.	✓	
Financial record keeping, budget monitoring and financial controls	✓	
Compilation and presentation of statistical and performance reports.	✓	
Development and maintenance of electronic and manual office and financial systems.	✓	
Considerable experience of Management / Supervisory.	✓	
Experience of Resource/Facilities Management		✓
Experience of Health and safety legislation, business continuity and /or emergency planning arrangements.		✓
3 Skills and Abilities	Score	
Good interpersonal skills.	✓	
Good IT skills in Microsoft Word, Excel and Access.	✓	
Good verbal, written communication skills.	✓	
Ability to absorb wide range of information.	✓	
Effective time management	✓	
Able to lead a team, supervise and support staff	✓	
Able to liaise with and advise senior management	✓	

Requirements <i>Essential (E) or Desirable (D)</i>	E	D
4. Knowledge	Score	
Principles of good office practice	✓	
HR Policy and Practice	✓	
Procedures for Health and Safety	✓	
Awareness of current Education issues.		✓
Awareness of Council's current Devolved School Management Scheme.		✓
Good working knowledge of council service delivery		✓
Emergency Planning and Business Continuity arrangements		✓
5. Personality Factors	Score	
Ability to develop and maintain good working relationships with staff at all levels	✓	
Ability to work on own initiative	✓	
Calm under pressure	✓	
Positive outlook	✓	
Problem solver	✓	
Structured and organised approach to work	✓	
Ability to support others in team, providing guidance as required	✓	
6. Other Requirements	Score	
Current valid driving licence.	✓	
Act in accordance with council values	✓	

Guidance Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

Interviewer	Date	Candidate
		Total Score

person-specification_2012