

Kirklees Council

EMPLOYEE SPECIFICATION

SERVICE AREA: Children and Young People Service

SECTION: Kirklees Supply Service

POST TITLE: Business Support Assistant (Supply)

GRADE: 4

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience of word processing and administrative work.	Application Form / Interview	A
		1.2	Experience of working with computer databases.		B
		1.3	Previous experience of working in a school environment.		B
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and literacy skills in order to produce basic reports and perform simple calculations.	Application Form / Interview	A
		2.2	RSA level 2, or NVQ level 2, or equivalent in word processing or ability to work to that standard.		B
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding and commitment to the Council's Equal Opportunities Policy and how it relates to the duties of this post.	Application Form / Interview	A
		3.2	Understanding of basic principle of customer care.		A
		3.3	Appreciation of the need to maintain the strictest confidentiality about matters concerning the school.		A

4.	SKILLS AND ABILITIES	4.1	Computer literacy skills, ability to input and retrieve data from a database.	Application Form / Interview	B
		4.2	Ability to communicate effectively with a range of people both verbally and in writing.		A
		4.3	Ability to work effectively as both part of a team and as an individual.		A
		4.4	Ability to work effectively and respond positively to the demands of a varied workload.		A
		4.5	Ability to work to strict deadlines whilst maintaining accuracy.		A
5.	ANY ADDITIONAL FACTORS	5.1	Committed to safeguarding and promoting the welfare of children.		A
		5.2	Commitment to undertake continued training and development.		

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	SS/BS04/Fin/SPEC
ES Prepared/Amended	JAN 2010
Refers to Estab(s)	