

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	2 Standard grades/ 3 National 4s (one of which must be English)	Core skills at level 4 Completed some work experience.	Application form and Interview.
Knowledge	<p>Effective interpersonal and communications skills.</p> <p>IT and Keyboard skills.</p> <p>Numeracy skills.</p> <p>Organisational and time management skills.</p> <p>Ability to follow training plans for vocational qualifications portfolio building.</p>	Knowledge of the Microsoft Office package.	Application form and Interview.
Skills and abilities we are looking for:	<p>Interpersonal and communication skills.</p> <p>Organisational and time management skills.</p> <p>Numeracy skills.</p> <p>Ability to follow training plans for vocational qualification portfolio building.</p> <p>Good keyboard skills.</p> <p>Good customer care skills.</p> <p>Time management skills and well organised.</p>		

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.