

## APPLICANT PACK

### Management Administrator

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

#### Job Description

Job Purpose	
The post holder will provide secretarial and administrative support to the Governor in Charge, Deputy Governor and Management Team.	
Key Responsibilities	
1	Provide a high level of administrative support to the Management Team ensuring all tasks are dealt with promptly.
2	First point of contact for the Governor/Deputy Governor responding to written, email and telephone enquiries where appropriate or forwarding to the relevant person for a response.
3	Secretarial support to a range of business meetings within the establishment including minute taking.
4	Maintenance of Management Team diaries, including the production of an electronic weekly diary.
5	Assist Governor/Deputy Governor in the management of external and internal communications.
6	Pick up responsibilities for other post holder during holiday periods.

#### Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
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<b>Qualifications</b>		
Five National 5 qualifications, including English and Maths/Arithmetic or equivalent qualifications or relevant experience.  <b>ESSENTIAL</b>		Sift
<b>Experience</b>		
Previous experience of working in an administrative environment.  <b>ESSENTIAL</b>		Sift and Interview
Previous experience of working in an administrative environment.  <b>ESSENTIAL</b>		Sift and Interview
<b>Knowledge &amp; Skills</b>		
Ability to effectively prioritise workload to meet departmental and organisational deadlines.  <b>ESSENTIAL</b>		Sift and Interview
Excellent communication and interpersonal skills with well-developed verbal and written ability.  <b>ESSENTIAL</b>		Sift and Interview
Ability to record confidential information accurately and have excellent attention to detail.  <b>ESSENTIAL</b>		Sift and Interview
Understand the importance of building and maintaining relationships with the ability to work individually and as part of a team.  <b>ESSENTIAL</b>		Sift and Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	05 January 2020	<b>Time</b>	23.55
<b>Interview Date*</b>	TBC		

\*please note interview dates are subject to change.

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Lisa Curr** by email at: [lisa.curr@sps.gov.uk](mailto:lisa.curr@sps.gov.uk) or by telephone on: **01382 319315** to allow reasonable adjustments to be made to assist you.

