

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

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 general administration support for the establishment ensuring that all SPS Policies and Procedures are adhered to.	
Key Responsibilities	
1	Carry out general administration duties which includes; photocopying, filing, minute taking, dealing with telephone calls and correspondence.
2	Ensure the accurate and timely input of appropriate information within the computerised systems.
3	Required to handle confidential information and follow correct administrative protocols and procedures.
4	Accurately check, record data when required within a reasonable timescale.
5	Required to carry out stock and stores and canteen tasks on an ad hoc basis.

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?
Qualifications		
Minimum of 3 National 5's including English and Mathematics or relevant experience.	Essential	Application

Experience		
Experience in all aspects of administration.	Essential	Application Interview
Competent and experienced in the use of Microsoft Office, including Word, Excel and Outlook.	Essential	Application Interview
Knowledge & Skills		
Ability to prioritise workload to meet departmental deadlines.	Essential	Interview
Ability to work individually or as part of a team.	Essential	Interview
Excellent communication and interpersonal skills.	Essential	Interview
Ability to work with secure and confidential information.	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	24 November 2020	Time	12:00
Interview Date*	04 December 2020		

*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 **Danielle Mullen** by email at: Danielle.mullen@sps.pnn.gov.uk or by telephone on: **0141 762 9513** to allow reasonable adjustments to be made to assist you.

