

**PERSON SPECIFICATION – Assessment Coordinator**

<i>Essential Criteria</i>	<i>Desirable Criteria</i>	<i>Means of Assessment</i>
<b>Qualifications</b>		
A relevant qualification at SCQF level 7 or where not formal qualifications exist proven experience of working within a similar environment		Application
<b>Experience</b>		
Experience in a public facing role and busy office environment		Application/Interview
Experience of co-ordinating assessment of need		Application/Interview
Experience of managing and recording on spreadsheets e.g. Excel		Application/Interview
<b>Knowledge</b>		
Excellent communication skills		Interview
Ability to prioritise and co-ordinate assessment of need		
Resilience when working with people expressing high levels of emotion		Application/interview
Proficient IT skills with a willingness to adopt and learn new technologies and systems – this includes communication, collaboration, recording and office applications. Training on specific systems will be provided		Application/interview
Familiar and competent in all areas of Microsoft 365 – including Forms, Excel, Word and Teams		Application/interview
Methodical, consistent and detailed approach to work		Application/interview
Ability to coordinate and prioritise a range of tasks		Application/interview
Effective time management		Application/interview
Proofing, formatting and presentation of documents		
Accurate Data Entry		