

**Person Specification
Service Improvement Assistant,
Education and Skills**



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Excellent ICT skills using a wide range of software packages including Microsoft Office (e.g., Word, Excel, PowerPoint)
- Experience of maintaining websites as a communication tool
- Experience in supporting and monitoring projects working to timescales and budget
- Excellent organisational and time management skills
- Experience of working and communicating effectively with a range of audience
- Effective use of business management systems and processes
- Able to gather information and present it in a clear, effective and useful format
- Experience of working effectively with internal and external stakeholders
- Excellent written skills, including drafting reports
- Commitment to equality and diversity

Desirable

- Experience of working (directly or indirectly) within an education environment
- Knowledge of Education policies

Part B

The following criteria will be further explored at the interview stage

- Experience of supporting and monitoring projects within timescales and budget
- Experience of maintaining websites
- Effective use of business management systems and processes
- Effective communication skills
- Experience of producing written reports and presenting information
- Collaborative approach to work
- Understanding of the Council's equality policy and applying this in all aspects of employment and service delivery

Additional Requirements

- Flexible approach to work, location, duties and hours