



Person Specification			
Post title	Business Support Assistant x2	Grade / Salary	Pay Band E / £24,294 – 25,979 per annum

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Experience of completing administration duties e.g., telephone skills, photocopying, , filing, minute taking, arranging meetings, reception, cash handling.	CV/SS
S2	Aware of, and able to use, the range of technology available within the workplace, including Microsoft, Teams, SharePoint and service specific applications.	CV/SS
S3	Ability to understand and follow set procedures	I
S4	Ability to think through and adapt a clear and appropriate approach to planning, prioritising, and organising work, to make the most efficient use of time and other resources.	I
S5	The ability to respond positively to changing circumstances and being flexible enough to work with a variety of tasks, situations, individuals, locations and adaptable to enable cover to be provided.	CV/SS/I
S6	Working co-operatively with others, within your own team and across the organisation, for the delivery of common organisational goals.	CV/SS/I
S7	Ability to work with minimal supervision	I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view.	I
C2	Good verbal and written communication skills.	CV/SS/I

June 2024





Qualifications		
Q1	NVQ Business Administration	CVSS, //, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

June 2024

