



Person Specification			
Post title	Statutory Support Assistant	Grade	F / £27,111 to £30,060

* * * This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

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	Ability to prepare and quality assure court files to a high standard	CV/SS, I
S2	Ability to transcribe recorded interviews	CV/SS, I
S3	Ability to work autonomously and use initiative	CV/SS, I
S4	Time management and organisational skills	CV/SS, I
S5	Ability to provide general administration duties e.g. telephone skills, photocopying, filing, minute taking, arranging meetings etc	CV/SS, I
S6	Excellent attention to detail	CV/SS, I
S7	To demonstrate a proactive approach to problem solving	CV/SS, I
S8	Ability to manage a workload within a busy environment	CV/SS, I
S9	Commitment to anti-oppressive practice	CV/SS, I
S10	Outstanding attendance record	CV/SS, I
S11	Ability to work autonomously and use initiative	CV/SS, I
S12	Good IT Skills	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I

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Communication		
C1	Good verbal and written communication skills	CV/SS, I
Qualifications		
Q1	5 GCSEs or equivalent	CV/SS, 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.

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