



Person Specification			
Post title	DFG Grants Assistant	Grade	E

* * * 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 embrace the values of KMBC	A/I
S2	Ability to input data into a computer system	A/I
S3	Maintain confidentiality in line with departmental policy	A/I
S4	Ability to communicate in a clear and effective manner	A/I
S5	Ability to maintain records according to departmental procedures	A/I
S6	Demonstrate skills in administration of financial systems eg: ordering, budgeting information	A/I
S7	Promote equal opportunities and diversity in all aspects of work	A/I
S8	An ability to work to deadlines and prioritise work accordingly	A/I
S9	A positive attitude to work	A/I
S10	A flexible approach to the duties of the post	A/I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	For customer facing roles only - the ability to speak fluent English	I
Qualifications		
Q1	Keyboard skills and abilities to use a range of information technology	A/I

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Q2	'3' GCSE's or equivalent qualifications	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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