

Person Specification

Support Worker

South Yorkshire
Community Rehabilitation Company



-These criteria will be used throughout the assessment process. Please evidence all criteria listed below in your application form. You should give examples to support your answer.

Criteria and competency they link to as appropriate	Essential	Desirable	Means of measurement				
			AF	I	T/A	Q	P
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> IT skills – Ability to operate Microsoft Office applications. 		√	√			
	<ul style="list-style-type: none"> Ability to deliver administrative procedures in a busy environment. 		√	√			
	<ul style="list-style-type: none"> Knowledge of the administrative procedures and requirements of the LMC team 		√	√			
	<ul style="list-style-type: none"> Understanding of the day to day practical administrative processes in the LMC team 		√	√			
	<ul style="list-style-type: none"> Ability to organise and prioritise complex workload demands. 		√	√			
	<ul style="list-style-type: none"> Ability to communicate effectively both verbally and in writing with a wide range of people. 		√	√			

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Training and Qualifications	<ul style="list-style-type: none"> RSA Stage II Typing/Word Processing or equivalent. 		√	√			
Experience	<ul style="list-style-type: none"> Experience of support role duties A track record of successful performance as an administrative support worker in the probation environment. Experience of problem solving and organising activity under pressure. 		√	√			
Disposition							
Special Requirements							

Measurement Key

AF	Application Form	T/A	Test/Assessment	P	Presentation
I	Interview	Q	Qualification		