**CITY OF SHEFFIELD**

**PERSON SPECIFICATION**

**TRAINER ASSESSOR**

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| Minimum Essential Requirements | Method of Assessment |
| Skills/ Knowledge |  |
| Good Oral, written and presentation skills | Application Form/Interview |
| Competence in the area of basic skills and good working knowledge of key skills | Interview/certificates |
| The ability to work on one’s own initiative | Interview |
| Flexible approach to presentation of training on one to one in groups | Interview |
| Ability to work to challenging targets. | Interview |
| Ability to work in an ever changing environment | Interview |
| Ability to work with a varied Client group in terms of age/ability/gender/ethnicity. | Interview |
| Ability to assess competence based awards e.g., Core Curriculum, Vocational Access Certificate, key skills | Application and Interview. |
| Ability to work as a member of a team. | Application and interview. |
| Ability to exercise discretion in the dissemination of information relating to trainees and the organisation. | Interview |
| Ability to maintain and update accurate training and assessment records | Interview |
| A knowledge of and commitment to quality assurance | Interview |
| Experience/Qualifications/Training etc (if any) |  |
| Appropriate basic skills qualification. Minimum 9281/2 Literacy, Numeracy Certificate. | Application Form/Certification. |
| Confidence in further Education. Teaching (7407) Training and Development or equivalent OR commitment and entry requirements to undertake certificate 7407. | Application Form |
| Work Related Circumstances (including Working Conditions) |  |
| Willingness to undertake Personal Development and Training. | Interview |
| Willingness to acquire access to a vehicle and use for the purpose of the organisation. | Interview |
| Have a working knowledge of City Council Policies relating to equal opportunities and the ability to apply these to working practices (Desirable) | Interview |