

# Scottish Children's Reporter Administration

## PERSON SPECIFICATION

**Post Title: Modern Apprentice, Digital Team**

FACTORS	CRITERIA		MEANS OF ASSESSMENT		
			Application	Reference	Interview
<b>Education, Qualifications and Training</b>	<b>Essential</b>	Minimum of National 5 qualifications in English and Maths	✓	✓	✓
	<b>Desirable</b>				
<b>Skills, Knowledge and Aptitudes</b>	<b>Essential</b>	A good understanding of IT and can demonstrate a passion and interest in general digital matters	✓	✓	✓
		Ability to demonstrate good communication, interpersonal and problem solving skills	✓	✓	✓
		Good customer service skills and professional attitude	✓	✓	✓
		A willingness to learn and work towards further qualifications	✓		✓
	<b>Desirable</b>	A specific interest in either cyber security and digital governance needs, or digital support services	✓		✓
<b>Special Requirements</b>	<b>Essential</b>	Health record appropriate for requirements of post.	Medical questionnaire assessed by independent occupational health service.		