

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Student Recruitment (Events)
Administrative Officer

Department: Student Recruitment, Marketing
and Communications

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Educated to first degree level or equivalent experience	X		Application form
Skills and Abilities			
Excellent oral and written communication skills	X		Application form, Test
Excellent interpersonal skills and the ability to build strong working relationships	X		Presentation, Interview
Ability to work independently and as a committed team member	X		Application form, Interview
Ability to problem solve in difficult customer-facing situations and under time pressure	X		Interview
Proven organisational and time management skills	X		Application form, Interview
Excellent attention to detail	X		Application form, Test
Strong customer service ethos	X		Application form, Interview
Knowledge of the UK Higher Education sector		X	Application form, Interview
Delivering effective training or presentations	X		Application form, Interview
Implementing and evaluating recruitment processes		X	Application form, Interview
Experience			
Experience of budget reporting to track ambassador costs accurately	X		Application form, Interview
Experience of providing pastoral support or similar	X		Application form, Interview
Experience of supervising casual or temporary staff	X		Application form, Interview
Experience of UKVI Tier 4 compliance and/or right to work checks		X	Application form, Interview

Other requirements			
Willingness to participate in personal development and develop appropriate skills	X		Interview
Willingness to travel for the College in the UK	X		Application form