

## PERSON SPECIFICATION

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

**Job Title: Schools and Colleges Administration Assistant**      **Department: Marketing and Communications**

	Essential	Desirable	Tested by Application Form/Interview/Test
<b>Knowledge, Education, Qualifications and Training</b>			
Educated to A-level standard or equivalent	X		Application Form
<b>Skills and Abilities</b>			
Excellent oral and written communication skills	X		Application Form, Interview, Test
Excellent interpersonal skills and the ability to build strong working relationship	X		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		Test
Knowledge of undergraduate admissions procedures and practices		X	Application Form, Interview
Strong customer service ethos	X		Application Form, Interview
Knowledge of the UK Higher Education sector		X	Application Form, Interview
IT and data literate including data analysis			Interview, Test

Ability to represent the College in a variety of situations	X		Application Form, Interview
<b>Experience</b>			
Experience of working in a busy office environment managing complex administrative processes	X		Application Form, Interview
Experience of writing constructive and engaging emails	X		Application Form, Interview, Test
Diary management	X		Application Form, Interview
Intermediate user of Word and Excel	X		Test
Experience of delivering student recruitment/outreach activities and/or event planning in a higher education context		X	Application Form, Interview
Stock coordination and management		X	Application Form, Interview
Experience of updating website pages		X	Application Form, Interview
<b>Other requirements</b>			
Ability to participate in personal development and develop skills appropriate to the role	X		Interview
Willingness to work unsocial hours (evenings and weekends)		X	Interview
Possession of a full UK driving licence and willingness to drive for the College in the UK		X	Application Form
Prepared to do some manual handling as required	X		Interview
DBS clearance	X		Application Form