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 Administration Manager (ES4 Implemention) – Maternity Cover

Department:
Student Administration

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training Good Standard of education to degree level or equivalent administrative experience	X		App form
Skills , Abilities & Experience			
Knowledge and understanding of the HE sector and student life cycle	X		App Form/Interview
Experience in delivery of assessments and/or exams in an educational setting	X		App Form/Interview
Demonstrable ability to influence and motivate people	X		App Form/Interview
Experiencing of leading a team of individuals from different disciplines to a common goal	X		App From/Interview
Experience of using Exam Timetabling Software – preferably Exam Scheduler by TechOne (Scientia)		X	App Form
Excellent IT skills and the ability to learn new systems and programmes	X		App Form
Experience of manipulating data and analysing large data sets to identify trends	X		App Form
Experience of using reporting tools	X		App Form/Interview
A high level of literacy and experience of writing documents such as procedures, user manuals etc	X		App Form/Interview
Experience of delivering training		X	App Form/Interview
Ability to identify and implement administrative improvements	X		App Form/Interview
Other requirements Flexibility	X		
Willingness to undertake ad hoc activities to support the wider team	X		