

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 Officer - Timetabling

Department: Student Administration

	Essential	Desirable	Tested by (Application Form, Interview, Test)
Knowledge, Education, Qualifications and Training			
Education up to A-Level	X		Application Form
Educated to degree level or equivalent administrative experience		X	Application Form
Knowledge and understanding of the HE sector, student life cycle and timetabling process of a university.		X	Application Form / Interview
Skills and/or Abilities			
Excellent IT skills and the proven ability to learn new systems and programmes	X		Application Form/Test
Ability to work as part of a team and support colleagues	X		Interview
Ability to identify and implement administrative improvements	X		Application Form / Interview
Excellent organisational skills, ability to work on own initiative and act pro-actively	X		Interview
Ability to work under pressure, prioritise conflicting demands and meet strict deadlines	X		Application Form
Excellent interpersonal skills including a professional approach and ability to use tact and diplomacy	X		Interview
Ability to work with a high-level of accuracy and speed	X		Test
A good level of numeracy and literacy, and proven ability to write documents such as procedures, reports and papers	X		Application Form
Experience			
Experience of responding to enquiries and requests from a range of service users	X		Interview
Experience of using a timetabling system (preferably Scientia) and related software		X	Application Form
Experience of using and manipulating data		X	Application Form / Interview / Test
Experience of using reporting tools		X	Application Form
Other requirements			
Committed to personal development	X		Application Form / Interview
Occasional weekend or late evening working and travel to events and other external activities as required	X		Application Form