



PERSON SPECIFICATION

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

Job Title: Academic Quality Admin Assistant

Department: Academic Quality and Policy Office

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
A UK bachelor's degree or equivalent		X	Application form
Knowledge and understanding of the HE sector		X	Application form, interview
Familiarity of Student Records Systems (Preferably Banner)		X	Application form, interview
Skills and Abilities			
Familiarity with standard office software (e-mail, word processing, Excel spreadsheets file management and web browsers) and the ability to use it effectively	X		Application form, test
Good oral and written communication skills	X		Application form, test, interview
Good organisational and problem-solving skills	X		Application form, interview
The ability to work independently with a high degree of accuracy	X		Application form, interview
The ability to relate to academic and administrative staff at all levels in a professional, pleasant and confident manner	X		Application form, interview
Ability to work collaboratively within the team and with staff across the College as required	X		Application form, interview
Experience			
Experience of working in HE		X	Application form, interview
Experience of formal note taking and writing committee minutes		X	Application form, interview
Other requirements			
A committed approach to learning and professional development		X	Application form, interview