

PERSON SPECIFICATION
Student Programmes Co-ordinator
Department of Accounting and Finance
Vacancy Reference: 0366-24

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview
Experience in an administrative support role preferably with experience of student administration or equivalent experience working in a busy office in an administrative role.	Essential	Application form/ Supporting Statements/ Interview
A clear understanding of the role and its purpose and a clear rationale for applying for such a role.	Essential	Application form/ Supporting Statements/ Interview
Experience of using a range of Microsoft Office packages including the use of Excel and Word at an advanced level.	Essential	Application form/ Supporting Statements/
Ability to communicate effectively and appropriately with staff, students and members of the public whilst maintaining professionalism, sensitivity and confidentiality, across different mediums of communication.	Essential	Application form/ Supporting Statements/ Interview
Experience of accurately inputting to databases, maintaining manual/electronic records and the analysis and manipulation of this data.	Essential	Application form/ Supporting Statements/ Interview
Ability to develop good working relationships with other members of the team	Essential	Application form/ Supporting Statements/ Interview
Capacity to manage and prioritise a high workload often working to tight deadlines.	Essential	Application form/ Supporting Statements/ Interview
Experience of servicing meetings, taking minutes, and producing and circulating them in an efficient and appropriate format.	Desirable	Application form/ Supporting Statements/ Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.