

**PERSON SPECIFICATION**

**Teaching Co-ordinator (Including Engagement)**

Department of History Dept

Vacancy reference: 0409-24

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview \*** |
| Experience in an administrative support role preferably with experience of student administration or equivalent experience in an administrative role. | Essential | Application Form |
| A clear understanding of the role, its purpose and a clear rationale for applying. | Essential | Application Form/ Supporting Statements/ Interview |
| Experience of using a range of Microsoft office packages including use of Word and Excel at an advanced level. | Essential | Application Form/ Supporting Statements/ Interview |
| 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  | Supporting Statements/ Interview |

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* **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 e.g. 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.