

**PERSON SPECIFICATION**

**Student Programmes Coordinator  
Vacancy Ref: 0717-24**

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview \*** |
| To convey an appropriate rationale and interest in applying for this particular post | Essential | Application |
| Experience of working within an academic or customer facing environment, demonstrating an understanding of issues involved in administering programmes and challenges faced by staff and students | Essential | Application/Supporting Statements/Interview |
| Effective numeracy and literacy skills (GCSE Maths and English) | Essential | Application |
| Experience of working with the suite of Microsoft Office packages and proven IT competency, including Word and Excel at an advanced level | Essential | Application/Supporting Statements |
| Ability to accurately input into databases under pressure whilst maintaining accuracy at all times. Maintain manual and electronic records, analyse and manipulation data | Essential | Supporting Statements /Interview |
| Ability to communicate effectively and appropriately with a variety of people whilst maintaining professionalism regardless of the method of communication | Essential | Interview |
| Ability to use own initiative to plan ahead, manage tasks and prioritise work to meet competing deadlines, whilst maintaining the highest levels of customer service with minimal supervision | Essential | Supporting Statements /Interview |
| Evidence of an ability to contribute suggestions/ideas to improve the efficiency and effectiveness of procedures | Desirable | Supporting Statement |
| Ability to work in a team and have a flexible approach. | Essential | 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 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.