

PERSON SPECIFICATION
Postgraduate Assistant

Vacancy Ref: NXXX

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Application Form/Interview
Effective numeracy, literacy and word processing skills (GCSE Maths and English and ECDL, or equivalent).	Essential	Application Form
Experience of using a range of Microsoft Office packages at an advanced level.	Essential	Supporting Statement/ Interview
Ability to work in a team and have a flexible approach to work.	Essential	Interview
Ability to communicate effectively and appropriately with a variety of people and organisations whilst maintaining professionalism.	Essential	Supporting Statement/Interview
The ability to present information in an accurate and appropriate format.	Essential	Supporting Statement
Experience of prioritising workload to meet competing deadlines and provide the highest level of service.	Essential	Supporting Statements/ Interview
Experience of Higher Education processes in a busy office environment.	Desirable	Supporting statement
An ongoing commitment to professional development	Desirable	Application form

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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.