PERSON SPECIFICATION

Student Recruitment Events Assistant

Recruitment and Admissions

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview
To convey an appropriate rationale and interest in applying for this particular role	Essential	Application Form/ Interview
Experience of administrative processes in a busy office environment to a professional level with a high standard of accuracy	Essential	Application From/Supporting Statements/ Interview
Evidence of working with office systems and procedures as well as proven IT competencies across a range of applications including Excel, Word etc	Essential	Supporting Statements/ Interview
Evidence of the ability to communicate appropriately and effectively with a range of people from varied backgrounds	Essential	Supporting Statements/ Interview
Evidence of the ability to work as part of a team and have a flexible approach to work	Essential	Supporting Statements/ Interview
Experience of providing logistical and administrative support for managing staff shifts and rotas	Desirable	Supporting Statements/ Interview
Experience of delivering presentations to a range of audiences	Desirable	Supporting Statements/ Interview
Achieved GCSE pass grades in Maths and English	Essential	Application From

- **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.