PERSON SEPCIFICATION

Administrator

Vacancy ref: 1419-24

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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 Form / Interview |
| Educated to A-level (A-C grade) and with GCSE Maths and English (A-C grades) or equivalent experience/qualifications | Essential | Application Form |
| Demonstrated evidence of experience in an administrative role providing high level of attention to detail | Essential | Supporting Statement / Interview |
| Demonstrable experience in the organisation and delivery of high-quality events of varying size | Essential | Supporting Statement / Interview |
| Experience of working in HE or wider Education sector administration, particularly within UG recruitment or schools outreach | Desirable | Application Form / Supporting Statement / Interview |
| Experience of financial computer systems, database and spreadsheet packages, including IT competency (Microsoft Office) | Essential | Supporting Statement / Interview |
| Excellent oral and written communication skills with a demonstrated ability to communicate in a professional manner with a diverse range of people | Essential | Application Form / Interview |
| Excellent numeracy skills and a demonstrated ability to work to a high level of accuracy and experience of producing financial reports or financial statements | Essential | Supporting Statement / Interview |
| Excellent and efficient organisational skills including the ability to strategically prioritise workload | Essential | Supporting Statement / Interview  |
| Demonstrated ability as self-motivated, initiative taking individual with the ability to deliver to competing deadlines when working in a pressured environment | Essential | Supporting Statement / Interview |
| Demonstrated ability to build successful working relationships and to work as a cooperative team member with flexibility to adapt to changing environments | Essential | Supporting Statement / Interview |
| Commitment to on-going personal development and training | Essential | Application Form |
| Experience of working with external stakeholders | Desirable | Supporting Statement / 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 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 competency based interview questions, tests, presentation etc.