

**PERSON SPECIFICATION  
Undergraduate Assistant**

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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 |
| Evidenced ability to communicate effectively and appropriately with a variety of people and organisations whilst maintaining professionalism | Essential | Supporting Statement/Interview |
| Effective numeracy, literacy and word processing skills (GCSE Maths and English, or equivalent). | Essential | Application Form |
| Evidenced Experience of using a range of Microsoft Office packages at an advanced level and possess a Microsoft Office and/or ECDL qualification. | Essential | Application Form/Interview |
| Evidenced ability to work in a team and have a flexible approach to work. | Essential | Interview/Supporting Statement |
| The ability to present information in an accurate and appropriate format. | Essential | Application Form/Interview |
| Evidenced experience of prioritising workload to meet competing deadlines and provide the highest level of service. | Essential | Supporting Statement/ Interview |
| An ongoing commitment to professional development | Essential | Application Form/Interview |
| Experience of GP and/or NHS administrative or Higher Education processes in a busy office environment. | Desirable | Supporting Statement/ Interview |
| Experience of administrative processes in student placements | Desirable | Supporting Statement/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.