

**PERSON SPECIFICATION**

**Teaching Co-ordinator**

**Vacancy Ref:**

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| **Criteria** | **Essential/ Desirable** | **\* Application Form/ Supporting Statements/ Interview** |
| Ability to convey an appropriate rationale and interest in applying for this particular post. | Essential | Supporting statement/Interview |
| High level of general office skills including IT competency across a range of applications. | Essential | Application Form/Interview |
| Excellent communication skills in face-to-face, electronic, telephone and written communications, including the ability to communicate information in a clear and appropriate manner | Essential | Supporting Statements/Interview |
| Experience of co-ordinating a busy and varied workload and the ability to prioritise and meet deadlines with minimal supervision. | Essential | Interview |
| Ability to make pro-active contribution to the continuous improvement of systems and procedures. | Essential | Interview |
| Ability to develop effective working relationships across a wide range of people, offering a consistent and high standard of customer service. | Essential | Supporting Statements/Interview |
| Ability to work in a team and have a flexible approach to work, which may include occasional out of hours work | Essential | Interview |
| Experience of working in a higher education environment as well as the familiarity of IT systems and processes | Desirable | Application Form |
| An understanding and insight into the needs of students | Desirable | 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 as part of their application 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.