

**PERSON SPECIFICATION**

**Admissions Assistant**

**INFORMATION FOR APPLICANTS: Below are the skills, knowledge, and competencies we need for this role, categorised as either essential or desirable. The final column shows where the hiring team will look for your examples to demonstrate that you're a suitable fit for this position. Further advice and guidance is available here:** [**https://www.lancaster.ac.uk/jobs/how-to-apply/**](https://www.lancaster.ac.uk/jobs/how-to-apply/)

| Criteria | Essential/ Desirable | Application Form / Supporting Statements/ Interview \* |
| --- | --- | --- |
| Excellent organisational skills in managing competing priorities | Essential | Supporting Statements/ interview |
| Great attention to detail in compiling, checking, and uploading applicant information | Essential | Supporting Statements/ Interview |
| Advanced computer skills, including Microsoft Office and ability to learn new systems | Essential | Supporting statements/Interview |
| Experience of handling data and maintaining accurate records | Essential | Supporting Statements/ Interview |
| Ability to communicate professionally with a range of stakeholders | Essential | Interview |
| Ability to work independently and as part of a team with a flexible approach | Essential | Supporting Statements/ Interview |
| Commitment to personal development and learning | Essential | Interview |
| Experience of creating content for websites or social media | Desirable | Supporting Statements/Interview |
| Experience of coordinating and supporting events | Desirable | Supporting Statements/ Interview |

* Essential - if you do not effectively demonstrate you have this skill, knowledge, or competency we will not be able to shortlist you. Please give detailed answers to provide us with examples.
* Application Form and uploaded CV and covering letter – assessed against the first page of the Application Form and your uploaded curriculum vitae (CV, resume) and letter of support.Normally this section is used to evaluate factual elements such as an award of a qualification. This element will be scored as part of the shortlisting process.
* Supporting Statements – you will be asked to provide a statement in the online portal to demonstrate how you meet the criteria. Please give detailed answers to show you have the skills, knowledge or competency. The response will be scored as part of the shortlisting process to help us determine which candidates to invite to interview. Examples of how to structure your answer is available: <https://www.lancaster.ac.uk/jobs/how-to-apply/>
* Interview – you will be asked about this topic if you are invited to an interview. We may ask questions using examples from your current work history or ask you to think about how you’d respond to an example work-related situation.