

PERSON SPECIFICATION
Admin Assistant (Part-Time)
Vacancy Ref: N1449

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Experience of using Microsoft Office software, i.e. Word, Excel. Experience of using LUSI and Moodle would be an advantage.	Essential	Supporting Statements
The ability to present information in an accurate and appropriate format with a good level of written English.	Essential	Application Form/ Supporting Statements
Advocate of customer care including experience of dealing with a range of customer queries/concerns in a professional and friendly manner.	Essential	Supporting Statements/ Interview
Ability to work on own initiative.	Essential	Supporting Statements/Interview
Effective time management skills with the ability to prioritise workload effectively, to be well organised and to work well under pressure.	Essential	Supporting Statements/Interview
Friendly, approachable manner with the ability to work as a team and have a friendly approach to work.	Essential	Supporting Statements/ 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.