

PERSON SPECIFICATION
Admissions Co-ordinator
Vacancy Ref: N1466

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Experience of using a range of standard office ICT applications, with the ability to learn new software applications	Essential	Application Form
Experience of administrative processes in a relevant environment	Essential	Supporting statements/ Interview
Experience of prioritising workload to meet competing deadlines, with close attention to detail and a high level of accuracy in all areas of work	Essential	Supporting Statements/ Interview
Experience of dealing with a range of customer queries/concerns in a professional manner	Essential	Supporting Statements/ Interview
Ability to work effectively as part of a team and have a flexible approach to work	Essential	Application Form/ Supporting Statements/ Interview
Excellent communication skills, face-to-face, and in electronic, telephone and written form	Essential	Application Form/ Supporting Statements/ Interview
Experience of handling confidential information and knowledge of Data Protection legislation	Desirable	Supporting Statements

*

- **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.