

PERSON SPECIFICATION
Global Student Recruitment Administrator (Maternity cover)
Vacancy Ref: N1881

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Educated to A-level standard and possess Grade C or above in GCSE Maths and English (or equivalent qualifications /experience)	Essential	Application Form
Relevant administrative experience, including diary management.	Essential	Supporting Statements / Interview
Experience of handling sensitive situations and information in a diplomatic manner	Essential	Interview
Experience of managing and administering departmental finances and budgets	Essential	Supporting Statements / Interview
Excellent communication skills – including written skills and networking skills	Essential	Supporting Statements / Interview
Experience of using IT packages : database/spreadsheet, word processing, email	Essential	Supporting Statements / Interview
Proven ability to deal with a varied and complex workload with the ability to work independently and as a committed team member	Essential	Supporting Statements / Interview
Experience of providing a high level of customer service	Essential	Supporting statements / Interview
Willingness to work flexibly; including some evenings and occasional weekends	Essential	Interview
Ability to speak confidently in public	Essential	Interview
Experience of monitoring and updating web pages	Desirable	Supporting Statements
Familiarity with monitoring and analysing data, statistics and performance measurements related to events or activities	Desirable	Supporting Statements
Knowledge of the UCAS process and student finance systems	Desirable	Supporting Statements

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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.