

PERSON SPECIFICATION
Student Recruitment and Events Co-ordinator – South Office
Vacancy Ref: N1982

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview
Educated to degree level or equivalent qualification	Essential	Application Form
Based in London or the Home Counties	Essential	Application Form
Previous experience in a customer-facing role	Essential	Supporting Statement
Excellent interpersonal, networking and communication skills with the ability to interact with potential students and parents, and build relationships with teachers and careers professionals	Essential	Interview
Demonstrable experience of logistics planning	Essential	Supporting Statement/Interview
Experience of planning and prioritising workloads in order to meet deadlines	Essential	Supporting Statement/Interview
Fully IT literate including Microsoft Office.	Essential	Supporting Statement
Self-motivated with a flexible approach to work, ability to use initiative and deliver against targets	Essential	Interview
Experience of planning and delivering events and ability to deliver an outstanding visitor experience	Desirable	Supporting Statement/Interview
Experience of delivering presentations to a variety of audiences	Desirable	Supporting Statement/Interview
Previous experience of working from home and liaising with a remote office	Desirable	Supporting Statement/Interview
Clean driving licence and/or ability to travel to schools across the country (many of which are in rural locations) and to national conventions and events	Essential	Supporting Statement
Willingness to work from home, but also to work in shared office space in London for at least two days per week	Essential	Interview
Willingness to work away from home and to work occasional evenings and weekends	Essential	Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to make a specific supporting statement. Normally used to evaluate factual evidence eg award of a PhD. Will be “scored” as part of the shortlisting process.

- **Supporting Statements** - applicant 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