

PERSON SPECIFICATION
Teaching Coordinator Chemistry
Vacancy Ref: N2029

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Experience in an administrative support role preferably with experience of student administration or equivalent experience working in a busy office in an administrative role	Essential	Application Form/Supporting statement
A clear understanding of the role and its purpose and a clear rationale for applying for such a role	Essential	Application Form/Supporting statement
Experience of using a range of Microsoft Office packages including the use of Excel and Word at an advanced level	Essential	Supporting Statement/ Interview
Ability to communicate effectively and appropriately with a variety of stakeholders whilst maintaining professionalism, sensitivity and confidentiality, across different mediums of communication	Essential	Supporting Statement/Interview
Experience of accurately inputting to databases, maintaining manual/electronic records and the analysis and manipulation of this data	Essential	Supporting Statements/ Interview
Excellent communication and interpersonal skills in order to communicate effectively and sympathetically with staff, students and members of the public. Ability to develop good working relationships with other members of the team	Essential	Supporting Statements/ Interview
Working knowledge of University systems e.g. LUSI and MOODLE	Desirable	Supporting Statements/ Interview
Capacity to manage and prioritise a high workload often working to tight deadlines	Desirable	Application Form
Experience of servicing meetings, taking minutes, and producing and circulating them in an efficient and appropriate format	Desirable	Supporting Statements/ Interview

- **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.