

**PERSON SPECIFICATION**  
**Administrative Assistant**  
**Vacancy Ref: N2326**

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
To convey an appropriate rationale and interest in applying for this particular post	Essential	Application form / interview
Experience of delivering excellent front line customer service, dealing with a range of queries /concerns	Essential	Supporting statement / interview
A minimum of 12 months experience of administrative processes in a busy office environment	Essential	Supporting statement / interview
The ability to present information in an accurate and appropriate format	Essential	Application form / interview
Experience of prioritising workload to meet competing deadlines without close supervision	Essential	Supporting statement / interview
Strong IT skills with experience of electronic management systems and databases and all Microsoft applications	Essential	Supporting statement
The ability to assimilate, analyse and present data in an accurate and appropriate format	Essential	Supporting Statement
The ability to communicate effectively with a student audience via various platforms including social media	Essential	Supporting statement / interview
Ability to work in a team and have a flexible approach to work which will include occasional weekend working or additional hours at busy times of year	Essential	Interview
Effective numeracy and literacy skills with minimum of GCSE levels Grade C (or equivalent) in both English and Maths.	Essential	Application form
Experience in planning and delivery of events	Desirable	Supporting statement / 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 e.g. 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.