

PERSON SPECIFICATION
Assessment Coordinator
Vacancy Ref: N2398

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
Effective numeracy and IT literacy, to include GCSE Maths and English at Grade C or above and ECDL or equivalent.	Essential	Application Form
Relevant evidenced experience of IT systems including using a range of Microsoft Office packages including Excel and Word at an advanced level. Evidenced ability of confidence and flexibility in interacting with less common technology and IT systems.	Essential	Supporting Statement/ Interview
Ability to make pro-active contribution to the continuous improvement of systems and procedures including the use of IT to improve efficiency.	Essential	Supporting Statement/ Interview
Relevant evidenced experience of working in a high pressure, highly confidential and highly accurate workplace.	Essential	Supporting Statement/Interview
Substantial and evidenced experience of self-directed working and teamwork demonstrating a calm and flexible attitude.	Essential	Supporting Statement/Interview
Evidenced ability to communicate effectively and appropriately with a variety of people and organisations whilst maintaining professionalism.	Essential	Supporting Statement/ Interview
Experience of handling confidential and restricted information with an up to date knowledge of data protection regulations.	Essential	Supporting Statement/Interview
Experience of working within an NHS or Higher Education environment.	Essential	Application Form/Interview
Evidenced commitment to ongoing personal development and training. Commitment to ongoing personal development and training with a willingness to undertake training to improve skill base or adapt to changing circumstances	Essential	Application Form/Interview
Experience of administrative processes in assessment	Desirable	Application Form/Interview
Experience of servicing meetings, taking minutes, and producing and circulating them in an efficient and appropriate format.	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 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.