

PERSON SPECIFICATION
Timetabling and Room Booking Assistant
Vacancy Ref: N2449

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Customer service ethos including experience of dealing with a range of customer queries/concerns in a professional manner	Essential	Application Form / Supporting Statements/Interview
Good digital and IT skills with the ability to present information in an accurate and appropriate format with attention to detail.	Essential	Application Form
Experience of prioritising workload to meet competing deadlines	Essential	Application Form / Supporting Statements/Interview
Ability to work in a team and have a flexible approach to work	Essential	Interview
To convey an appropriate rationale and interest in applying for this particular post	Essential	Supporting Statements
Experience of processes related to University timetabling	Desirable	Application Form
Experience of servicing committee meetings (or similar) and of taking detailed minutes using shorthand	Desirable	Application Form / 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.