PERSON SPECIFICATION – FACULTY PROGRAMME ADMINISTRATOR

Methods of assessment
Application form **(A)**
Interview **(I)**
Presentation **(P)**

Educational Requirements	Essential (E)/Desirable (D)	Method of assessment
Degree or equivalent	D	A
Experience	**Essential (E)/Desirable (D)**	**Method of assessment**
A good, working knowledge of data systems	E	A/I
Experience of interacting with students	D	A/I
Experience of multi-task administration	E	A/I
Experience of working in a busy office	E	A/I
Experience of organising and minuting meetings	D	A/I
Experience of dealing with confidential information	D	A/I
Experience of dealing with finances and budgets	D	A/I
Skills and Knowledge	**Essential (E)/Desirable (D)**	**Method of assessment**
Excellent working knowledge of Microsoft packages	E	A/I
Knowledge of updating websites	D	A/I
Excellent customer-focussed approach to work	E	A/I
High-level communication skills	E	A/I
Proven track record of dealing with confidential matters	D	A/I

Proactive approach to work with a demonstrable ability to multi-task and prioritise workload.	E	A/I
Ability to work as part of a team, as well as independently, in a busy office environment	E	A/I
A flexible and adaptable 'can-do' approach to work	E	A/I
Ability to quickly assimilate complex processes and procedures and apply these in practice	E	A/I