



PERSON SPECIFICATION – Admissions Officer

Methods of assessment

Application form **(A)**

Interview **(I)**

Presentation **(P)**

Educational Requirements	Essential (E)/Desirable (D)	Method of Assessment (A/I/P)
<ul style="list-style-type: none"> Educated to degree level (or equivalent) and/or relevant experience 	E	A
Experience	Essential (E)/Desirable (D)	Method of assessment
<ul style="list-style-type: none"> Experience working in an administrative or admissions-related role, ideally within Higher Education 	E	A/I
<ul style="list-style-type: none"> Experience of accurately processing large volumes of data to tight deadlines 	E	A
<ul style="list-style-type: none"> Proficient in processing statistical information, analysing data and producing reports 	D	A/I
<ul style="list-style-type: none"> Experience of and ability to manage own workload, prioritising tasks as appropriate to meet changing demands and deadlines 	E	A/I
<ul style="list-style-type: none"> Experience of delivering excellent customer service through advice and guidance to diverse stakeholders, including supporting customers remotely and face to face 	E	A/I
<ul style="list-style-type: none"> Experience of working flexibly, responding positively to changing priorities 	E	A/I

Skills and Knowledge	Essential (E)/Desirable (D)	Method of assessment
<ul style="list-style-type: none"> IT skills, particularly use of Microsoft Office packages 	E	A
<ul style="list-style-type: none"> Excellent oral and written communication skills including the ability to communicate clearly and accurately with a wide range of people (internal and external) 	E	A/I
<ul style="list-style-type: none"> Understanding of Higher Education admissions procedure and applicant decision-making processes 	E	I
<ul style="list-style-type: none"> Strong customer service skills with the ability to engage professionally, confidently, and effectively with both customers and colleagues in a friendly and approachable manner. 	E	I
<ul style="list-style-type: none"> Ability to work under pressure 	E	I
<ul style="list-style-type: none"> Ability to work independently and in cooperation with others to meet deadlines 	E	I
<ul style="list-style-type: none"> Knowledge of student data systems (e.g. SITS or equivalent) 	E	A/I
Any other requirements	Essential (E)/Desirable (D)	Method of assessment
<ul style="list-style-type: none"> Firm commitment to achieving the University's mission and values, with a passion for a transformative student experience and multidisciplinary, impactful research 	E	I
<ul style="list-style-type: none"> Commitment to deliver and promote equality, diversity and inclusivity 	E	I
<ul style="list-style-type: none"> Willingness to occasionally work flexible hours, including Open Days 	E	A/I