

## Person specification form

**Job Title:** Faculty Administrator

**Department:** Support Staff

<b>Feature Sought</b>	<b>Essential Requirement</b>	<b>Desirable Requirement</b>	<b>Assessment Method</b>
<b>Qualifications</b>	Academic qualifications to GCSE level and above	A levels or equivalent	Certificates
<b>Experience</b>	Experience in an admin role involving coordination of stakeholders.  Customer Service based, face to face, email and telephone  Following policies and procedures	Maintaining systems and processes	Questioning and references
<b>Knowledge &amp; skills</b>	High level communication skills Good people and social skills in dealing with staff, external stakeholders and visitors Strong administration skills – well organised and able to prioritise Good IT skills - in particular Word, and Outlook Accuracy in record keeping Attention to detail Team Player Uses own initiative Confidentiality	Able to multi-task efficiently	Certificates, Questioning Task
<b>Personal Qualities</b>	Confident Courteous Flexible Remains calm under pressure Approachable Punctual	Proactive Positive approach to problem solving	Questioning Previous work and scenarios
<b>Motivation &amp; Expectations</b>	Customer services Task orientated		Questioning and references