

Person specification form

Job Title: Registry Assistant

Department: Registry

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Academic qualifications to GCSE level and above.	A level	Certificates
Experience	Administration, record keeping and use computers.	Working in the Education field	Questioning and references
Knowledge & skills	Good IT Skills including MS Office Administration skills – well organised - able to prioritise Accuracy Team player Attention to detail Good communication skills in dealing with staff, and students.	Continue IT training Awareness of data protection requirements Working with 16-19 and adult learners	Certificates Questioning and test
Personal Qualities	Confident Tactful Approachable Flexible	Co-operative Ability to work under pressure	Questioning Previous work and also use scenarios
Motivation & Expectations	Customer service Task orientated		Questioning and references
Special considerations	At times such as enrolment, able to work extra hours (time in lieu)		

Date: July 22

SMG