



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title: Graduate Admissions Selector**

**Department/Division: Academic Registrar's Division**  
**Accountable to: Senior Graduate Admissions Selector**

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	Degree in a quantitative, science, humanities or social science subject	E
	Higher degree	D
	Experience in teaching in a quantitative, science or social science subject area at secondary (KS5), Further or Higher Education level	D
	Experience of selecting students for undergraduate or postgraduate study in a FE/HE setting	D
	Experience of supporting students through the Higher Education admissions processes	D
	A formal teaching qualification	D
	Commitment to current issues in admissions to Higher Education	E
	Knowledge and experience of curriculum development and assessment	E
<b>Communication</b>	Excellent IT skills – Microsoft Office, particularly Excel and Outlook	E
	Excellent oral and written communication skills – ability to convey information in the most appropriate format	E
	Ability to produce reports using collated data	E
	Experience of providing advice and guidance to students, parents and advisors	D



<b>Teamwork and Motivation</b>	Ability to work to tight deadlines	E
	Proven ability to deal with a large volume of work and liaise with colleagues towards meeting a common goal	E
	Ability to work with others as part of an administrative team	E
<b>Decision Making</b>	Ability to work on own initiative, taking independent decisions within agreed guidelines, and to consult with others working towards set targets	E
<b>Initiative and Problem Solving</b>	Excellent attention to detail.	E
	Evidence of use of initiative and adaptability, for example the introduction of new procedures or systems	E
<b>Investigation, Analysis and Research</b>	Ability to analyse quantitative and qualitative data relating to the selection process and student progression	E
<b>Liaison and Networking</b>	Ability to effectively and appropriately exchange information and consult with external and internal contacts in person and by email. For example, representation at external Higher Education fairs or internal consultation meetings	E
	Ability to create and maintain excellent working relationships built on confidence and trust with both academic and professional services staff	E
<b>Planning and Organisation</b>	Ability to manage a large volume of work within tight deadlines.	E
	Ability to plan, prioritise and organise work to meet individual and team targets/deadlines	E
	Willingness to vary working hours to cope with seasonal peaks/troughs in the workload	E
<b>Coaching Development and Instruction</b>	Willingness to receive continued training and development in evolving admissions processes	E

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**