



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: Undergraduate Admissions and Access Specialist

Department/Division: ARD

Accountable to: Deputy Head of Admissions

| Competency | Criteria | E/D |
|--------------------------|--|-----|
| Knowledge and Experience | Experience in teaching and/or careers advice at Secondary or Further or Higher Education Level in either a Maths/Science or Humanities/Social Science subject area (or other relevant experience). | E |
| | Excellent IT skills (Microsoft Office, Excel and Outlook). | E |
| | Knowledge of the UCAS cycle and process (including experience of supporting students through the UCAS application process). | D |
| | Knowledge and understanding of exam specifications (including experience of assessing course specifications). | D |
| | A formal teaching qualification. | D |
| | Commitment to current issues in admissions to Higher Education (including Widening Participation). | D |
| Communication | Excellent oral and written communication skills. | E |
| | Ability to produce and present complex reports extracting, collating and manipulating data from a variety of sources. | E |
| | Experience of providing advice and guidance to 11-18 year old age groups, parents and advisors. | E |
| Teamwork and Motivation | Ability to work effectively with others as part of an administrative team. | E |
| | Willingness to vary working hours to cope with seasonal demands in the workload. | E |
| Decision Making | Ability to work on own initiative taking independent decisions within agreed guidelines and to consult with others towards set targets. | E |



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| Initiative and Problem Solving | Evidence of initiative and adaptability (for example, feeding into review and research activities). Excellent attention to detail. | E E |
| Investigation, Analysis and Research | Ability to analyse quantitative and qualitative data relating to the selection process and student progression. | E |
| Liaison and Networking | Ability to 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 |
| Planning and Organisation | Ability to plan, prioritise and organise work to meet individual and team targets/deadlines, including managing a large volume of work within tight deadlines. | E |
| Coaching Development and Instruction | Demonstrate a willingness to receive continued training and development in evolving admissions processes and qualification reforms. | 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.