



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: Summer School Programme Assistant

Department/Division: Summer School and Executive Programmes
Accountable to: Summer School Deputy Manager and Summer School Manager

Criteria	Evidence	E/D
Knowledge and Experience	Working knowledge of Microsoft Office, particularly Outlook, Access and Excel.	E
	Previous experience of working in an administrative role.	E
	Experience of working within a customer focused environment.	D
	Educated to degree level or equivalent.	D
Communication	Ability to communicate clearly and effectively, both orally and with all formats of written correspondence.	E
	Ability to communicate with a wide range of people, at all levels.	E
Service Delivery	Ability to work under pressure whilst maintaining a high degree of accuracy.	E
	Ability to deal with day to day office administration.	E
	Experience of dealing appropriately with requests for information and advice.	E
Teamwork and Motivation	Ability to work as part of a team.	E
	Ability to work with limited supervision and use own initiative to complete routine and non-routine tasks effectively and within deadlines, whilst maintaining attention to detail.	E



Investigation, Analysis and Research	Familiarity with data collation and interpretation	D
Initiative and Problem Solving	Experience of exercising initiative to resolve problems as they arise.	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.