



## 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 Specialist**

**Department/Division: ARD: Admissions**

**Accountable to: Deputy Head of Admissions  
(Undergraduate)**

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	▪ Experience in teaching and/or careers advice at Secondary or Further or Higher Education level (in either a Maths/Science or a Humanities/Social Science subject area).	E
	▪ Knowledge of the UCAS cycle and process (including experience of supporting students with a wide range of backgrounds and abilities through the UCAS application process).	E
	▪ Excellent IT skills – Microsoft Office, Excel and Outlook.	E
	▪ 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
<b>Communication</b>	▪ Excellent oral and written communication skills – ability to convey information in the most appropriate format.	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
<b>Teamwork and Motivation</b>	▪ Ability to work effectively with others as part of an administrative team.	E
	▪ Willingness to vary working hours to cope with seasonal peaks/troughs in the workload.	E



<b>Decision Making</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative taking independent decisions within agreed guidelines and to consult with others towards set targets.</li> </ul>	E
<b>Initiative and Problem Solving</b>	<ul style="list-style-type: none"> <li>▪ Evidence of use of initiative and adaptability. For example the introduction of new procedures or systems.</li> <li>▪ Excellent attention to detail.</li> </ul>	E  E
<b>Investigation, Analysis and Research</b>	<ul style="list-style-type: none"> <li>▪ Ability to analyse quantitative and qualitative data relating to the selection process and student progression.</li> </ul>	E
<b>Liaison and Networking</b>	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	E
<b>Planning and Organisation</b>	<ul style="list-style-type: none"> <li>▪ Ability to manage a large volume of work within tight deadlines.</li> <li>▪ Ability to plan, prioritise and organise work to meet individual and team targets/deadlines.</li> </ul>	E  E
<b>Coaching Development and Instruction</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate a willingness to receive continued training and development in evolving admissions processes and qualification reforms.</li> </ul>	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.**