

Person Specification

Applications will be short-listed, and short-listed candidates assessed against the following criteria. Please show evidence of these competencies in your application.

A = Application form, L= supporting information or letter, T= test, I = Interview, R = Results Form

Essential Criteria	Method of Assessment
Educated to A level standard or equivalent as a minimum.	A
Knowledge of examination data requirements relevant to College management, academic and external institutions.	A, L, I
Knowledge of examinations procedures, post-16 qualifications, examining boards etc and/or experience.	A, L, I
Good IT skills across a wide range of applications.	A, L, I, T
A willingness to work in and contribute to a multi-cultural college.	A, L, I
Attention to detail, accuracy, and the ability to present information in an accessible and relevant way.	A, L, I, T
Ability to prioritise, work under pressure and to specific deadlines.	A, L, I, T
Be familiar with the requirements of the Data Protection Act 1998.	A, L, I, T
Good communication skills, especially in the use of telephone and e-mail.	A, L, I, T
Flexible attitude to working and working hours.	A, L, I
Desirable Criteria	Method of Assessment
Experience in post-16 education.	A, L, I
Experience of database interrogation techniques.	A, L, I, T
Experience of meeting audit requirements.	A, L, I
Experience of Management Information Systems.	A, L, I, T