

Bursar's PA Person Specification

| Education and Qualifications | Essential | Desirable | Assessment |
|---|-----------|-----------|------------|
| Good honours graduate | | ✓ | A |
| Good general level of education to A level standard | ✓ | | A |
| IT Literate | ✓ | | A |
| Commitment to personal/professional development | ✓ | | I |

| Experience | Essential | Desirable | Assessment |
|---|-----------|-----------|------------|
| Microsoft Office – Word, Outlook, Excel | ✓ | | I |
| Strong, proven administration skills | ✓ | | I |
| Experience of working in an educational environment | | ✓ | I |
| Experience of iSAMS or similar databases | | ✓ | I |
| Experience of working as a PA or similar role | ✓ | | A/I |

| Skills and Attributes | Essential | Desirable | Assessment |
|--|-----------|-----------|------------|
| Ability to establish good working relationships and effective teamwork | ✓ | | I |
| Excellent communication skills verbal and written | ✓ | | A/I |
| Excellent role model for staff and students | ✓ | | I |
| Innovatory approaches and positive outlook to change | | ✓ | A/I |
| Ability to generate ideas and drive initiatives | | ✓ | A/I |
| Willingness to work outside normal hours if necessary | | ✓ | I |
| Knowledge and Understanding of GDPR regulations and compliance | | ✓ | A/I |
| Able to work to deadlines and manage priorities | ✓ | | |

| Personal Qualities | Essential | Desirable | Assessment |
|---|-----------|-----------|------------|
| High expectations of students and colleagues | ✓ | | I |
| Highly motivated and able to motivate | ✓ | | I |
| Enthusiastic and committed | ✓ | | I |
| Open-mindedness | ✓ | | I |
| A forward-thinking approach | ✓ | | I |
| Excellent interpersonal skills | ✓ | | I |
| Ability to be reflective and self-critical | | ✓ | I |
| Display calmness under pressure | ✓ | | I |
| Willingness to take on other roles and responsibilities within the department | | ✓ | I |
| Reliable and punctual | ✓ | | I |
| Confidential, discreet and professional | ✓ | | |

Assessment Key

A Application Form

I Interview