

Person Specification

Post	Pathways Administrative Assistant
Department	Pathways
Responsible to	Head of Department
Hours and Distribution	Part time (16.5 hrs), term time (39 weeks) 16.5 hrs over 3 days, 9.30am – 3.30pm including a half hour unpaid lunch break (with some flexibility)
Working closely with	Head and Second in Department, Pathways Students and the Pathways Department Admissions Team / SIS Team Other appropriate colleagues

Please ensure that in your application you provide evidence of how you meet the requirements of the advertised post. Please address **each item** on the Person Specification. In a situation where the college receives a high volume of applications, the **desirable criteria may be used for** shortlisting purposes. **E = Essential** **D = Desirable**

	E	D	Method of Assessment
Skills and Abilities			
1. Able to work on own initiative and part of a team	✓		Application Interview
2. Able to prioritise workload, work under pressure and meet tight deadlines	✓		Application Interview
3. Have a high standard of accuracy	✓		Application Interview
4. Effective written and spoken communication skills	✓		Application Interview
Experience and Background			
1. Experience/background of customer-facing activity		✓	Application Interview
2. Qualified to at least O level/GCSE standard	✓		Application
3. Qualification/competency in using Microsoft Office software and the ability to use Word and Excel	✓		Application, Interview and Task
5. Delivery and administration of events and meetings		✓	Application
6. Experience of delivering student focussed administration functions		✓	Application
7. Experience of administration duties within an office environment	✓		Application Interview
8. Experience of the administration of EHCP paperwork and V10 funding forms		✓	Application Interview
9. Experience of working within an SEND Department or with young people with LDD		✓	Application Interview
Personal Qualities			
1. Polite, professional and approachable manner with visitors, staff and students	✓		Application Interview
2. A willingness to learn new skills	✓		Application Interview
3. Flexible in approach to work and versatile in responding to changes	✓		Application Interview