

Person specification form

Job Title: Registry Assistant

Department: Registry

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Academic qualifications to GCSE level and above.	A level	Certificates
Experience	Administration, record keeping and use computers.	Working in the Education field	Questioning and references
Knowledge & skills	<p>Good IT Skills including MS Office</p> <p>Administration skills – well organised - able to prioritise</p> <p>Accuracy</p> <p>Team player</p> <p>Attention to detail</p> <p>Good communication skills in dealing with staff, and students.</p>	<p>Continue IT training</p> <p>Awareness of data protection requirements</p> <p>Working with 16-19 and adult learners</p>	<p>Certificates</p> <p>Questioning and test</p>
Personal Qualities	<p>Confident</p> <p>Tactful</p> <p>Approachable</p> <p>Flexible</p>	<p>Co-operative</p> <p>Ability to work under pressure</p>	<p>Questioning</p> <p>Previous work and also use scenarios</p>
Motivation & Expectations	<p>Customer service</p> <p>Task orientated</p>		Questioning and references
Special considerations	At times such as enrolment, able to work extra hours (time in lieu)		

Date: July 22

SMG