

Person specification form

**Job Title: Study Support
Assistant**

Department: Study Support

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Academic qualifications to A level.		Certificates
Experience	Administration - customer based	Working in the Education field	Questioning and references
Knowledge & skills	Good IT skills Administration skills - well organised, able to prioritise Numeracy and Literacy Accuracy Uses own initiative Good social skills in dealing with staff, students and visitors.	Awareness of emotional well-being issues	Questioning and test
Personal Qualities	Confident Tactful Team player Approachable Flexible	Co-operative Multi-tasking Able to prioritise	Questioning Previous work and also use scenarios
Motivation & Expectations	Helping Students succeed		Questioning and references

May 24