

## Person Specification Form

**Job Title:** Registry Officer - MIS

**Department:** Registry

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
<b>Qualifications</b>	Academic qualifications to A level or equivalent		Certificates
<b>Experience</b>	Administration, record keeping and the use of computers.	Working in the Education field. Knowledge of the Individualised Learner Record (ILR)	Questioning and references
<b>Knowledge &amp; skills</b>	<p>Good IT Skills including MS Office Administration skills to include:</p> <ul style="list-style-type: none"> <li>○ Organisation skills</li> <li>○ Ability to prioritise tasks / work under pressure</li> <li>○ Data accuracy</li> <li>○ Team player</li> <li>○ Attention to detail</li> <li>○ Good communication skills in dealing with staff and students.</li> </ul>	<p>MS Access or SQL experience</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>
<b>Personal Qualities</b>	<p>Confident</p> <p>Tactful / approachable</p> <p>Flexible</p> <p>Co-operative</p>		<p>Questioning</p> <p>Previous work and also use scenarios</p>
<b>Motivation &amp; Expectations</b>	<p>Customer service</p> <p>Task orientated</p>		<p>Questioning and references</p>
<b>Special considerations</b>	At times such as enrolment, able to work extra hours (time in lieu)		