

Person Specification Form

Job Title: **Registry Officer - MIS**

Department: **Registry**

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Academic qualifications to A level or equivalent		Certificates
Experience	Administration, record keeping and the use of computers.	Working in the Education field. Knowledge of the Individualised Learner Record (ILR)	Questioning and references
Knowledge & skills	<p>Good IT Skills including MS Office Administration skills to include:</p> <ul style="list-style-type: none"> ○ Organisation skills ○ Ability to prioritise tasks / work under pressure ○ Data accuracy ○ Team player ○ Attention to detail ○ Good communication skills in dealing with staff and students. 	<p>MS Access or SQL experience</p> <p>Awareness of data protection requirements</p> <p>Working with 16-19 and adult learners</p>	Certificates Questioning and test
Personal Qualities	<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>
Motivation & Expectations	<p>Customer service</p> <p>Task orientated</p>		<p>Questioning and references</p>
Special considerations	At times such as enrolment, able to work extra hours (time in lieu)		