PERSON SPECIFICATION

POST	ENROLMENT OFFICER		DEPT	MIS
GRADE	ADMIN & SUPPORT		REF NO	017-20

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)
GCSE maths and English (min A – C Grade) or equivalent		E	AF
ECDL		D	AF
RELEVANT EXPERIENCE			
Experience in a data input role		E	AF/I
Experience of cash handling		E	AF/I
Experience of working in a customer focused environment		E	AF/I
Previous experience within the education sector		D	AF
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		E / D	MEASURED BY
Ability to use a range of IT packages – spreadsheets, word, power point, data bases and email		E	AF/I
Knowledge of database systems		E	AF/I
Ability to work to deadlines		E	AF/I
Ability to work independently or as part of a team		E	AF/I
Ability to liaise with staff at all levels		E	AF/I
Able to show initiative		E	AF/I
SPECIAL REQUIREMENTS		E / D	
Attention to detail.		E	AF/I
Ability to work with minimum supervision.		E	AF/I
Ability to set-up systems.		E	AF/I
Commitment to the principles of valuing diversity and equal opportunities.		E	AF/I
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all its staff and volunteers to share this commitment.		E	AF/I