



## PERSON SPECIFICATION

<b>POST</b>	<b>ADMISSIONS OFFICER</b>	<b>DEPT</b>	<b>RECRUITMENT &amp; RELATIONS</b>
<b>GRADE</b>	<b>SCALE 4</b>	<b>REF NO</b>	<b>034-20</b>

<b>EDUCATION / TRAINING</b>	<b>CRITERIA ESSENTIAL (E) DESIRABLE (D)</b>	<b>MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)</b>
GCSE English and maths (minimum A – C grade) or equivalent.	<b>E</b>	<b>AF / I</b>
Level 2 (or above) IT qualification i.e. ECDL or, significant IT experience in an office environment	<b>E</b>	<b>AF / AC</b>
NVQ Level 3 in Information, Advice & Guidance / Customer Service / Business Administration	<b>E</b>	<b>AF / I</b>
<b>RELEVANT EXPERIENCE</b>		
Experience of providing information and advice to a range of clients including young people and adults	<b>E</b>	<b>AF / I</b>
Current experience within a busy administration environment which involves significant team working	<b>E</b>	<b>AF / I</b>
Experience of co-ordinating or leading events/projects	<b>E</b>	<b>AF / I</b>
Experience of inputting data with good levels of accuracy	<b>E</b>	<b>AF / AC</b>
Experience of presenting to groups of people	<b>D</b>	<b>AF / I</b>
Experience of working within an educational establishment	<b>D</b>	<b>AF / I</b>
Experience of working with EBS or other student records database	<b>D</b>	<b>AF / I</b>
<b>RELEVANT KNOWLEDGE/ SKILLS &amp; APTITUDES</b>		
Excellent interpersonal communication skills both written and verbal.	<b>E</b>	<b>AF / I</b>
Excellent understanding of IT systems and computer packages including Excel, Word, Power Point, mail-merges and databases.	<b>E</b>	<b>AF / AC</b>
Excellent organisational skills.	<b>E</b>	<b>AF / I</b>
Ability to work on own initiative and self-motivate	<b>E</b>	<b>AF / I</b>
Good team player with enthusiasm for working with others to achieve shared goals.	<b>E</b>	<b>AF / I</b>
Basic understanding of GDPR regulations and the sharing of data	<b>D</b>	<b>AF / I</b>

SPECIAL REQUIREMENTS	E / D	MEASURED BY
Ability to act with discretion and maintain confidentiality.	E	AF / I
Willingness and ability to work flexible hours to cover regular evening and occasional weekend events	E	AF / I
Must be willing to undertake appropriate training and development in order to meet the requirements of the College.	E	AF / I
The successful applicant will need to have a DBS check to work in the College environment.	E	AF
Committed 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
Ability to commute to a variety of venues in and around Greater Manchester in order to attend external events	D	AF / I