



PERSON SPECIFICATION

POST	EXAMS ASSISTANT		DEPT	EXAMS
GRADE	SCALE 3		REF NO	065-19

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)
Level 2 IT qualification		D	AF / I
GCSE English and maths (minimum A –C grade) or equivalent		E	AF / I
RELEVANT EXPERIENCE		E / D	MEASURED BY
Current or recent administration experience working in a busy office environment		E	AF / I
Experience of providing an excellent customer service		E	AF / I
Experience of working in a team		E	AF / I
Experience of inputting data and information		E	AF / I
Experience of using a range of computer packages including word, excel, database, email and internet		E	AF / I
Experience of organising filing systems		E	AF / I
Experience of working within an educational establishment		D	AF / I
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		E / D	MEASURED BY
Excellent interpersonal and communication skills to work with a variety of people at all levels		E	AF / I
Good organisational skills with the ability to multi task under pressure		E	AF / I
Ability to work accurately and have excellent attention to detail		E	AF / I
Ability to manage competing priorities and deadlines		E	AF / I

Flexibility and a capacity to adapt to the changing demands of the role including occasional out of hours working.	E	AF / I
SPECIAL REQUIREMENTS	E / D	MEASURED BY
The post holder will be required to maintain confidentiality	E	AF / I
Flexibility and a capacity to adapt to the changing demands of the job including occasional out of office working	E	AF / I
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