

Person Specification

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| Post | Staff Development Administrator |  | Dept | Staff Development |
| Grade | Admin & Support |  | Ref No | 097-22 |

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| Education / Training | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P) |
| GCSE in English and Maths (Grade A – C) or equivalent.  Level 2 IT qualification | E  D | AF/I  AF/I |
| Relevant Experience |  |  |
| Experience of working in a busy office environment.  Experience of setting up systems and keeping electronic and manual records.  Experience of working in team environment.  Experience of working within a customer service function.  Experience of inputting data and information.  Experience of using a range of computer packages including word, excel, database, email and internet.  Experience of working in a training function. | E  E  E  E  E  E  D | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| Relevant Knowledge/ Skills & Aptitudes |  |  |
| Excellent interpersonal and communication skills – to work with a variety of people at all levels  Good organisational and administrative skills and ability to manage own workload.  Ability to collect and collate statistical and qualitative data.  Excellent attention to detail.  Ability to work on own initiative and be self-motivating.  Ability to prioritise workload.  Ability to use a range of computer programmes (e.g. Word, Outlook, Access, Excel, MS Forms)  Ability to work effectively within a team.  Ability to input data accurately and in a timely manner.  Experience of working in an education environment. | E  E  E  E  E  E  E  E  E  D | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| Special Requirements | Criteria | Measured By |
| Be punctual and reliable.  Demonstrate a professional but friendly manner.  The successful post holder would be expected to have a flexible approach to their work.  The successful applicant will need to have a DBS check to work in the College environment.    Must be willing to undertake appropriate training and development in order to meet the requirements of the college.  Awareness of health and safety requirements.  Commitment to the principles of valuing diversity and equal opportunities.    Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.  The post holder may be required to travel to other Bolton College sites / venues in the undertaking on their duties.  To demonstrate an interest in the field of staff training and development.  Some flexibility maybe required with regards to hours of work – advance notification will be given. | E  E  E  E  E  E  E  E  E  E  E | AF/I  I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |