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## Person Specification

Post Title: **MARKETING AND ADMISSIONS ASSISTANT** (Full-Year / Part-Time 18 hours/week)

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### Relevant Experience

<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
Good IT skills and competency with MS Office	Knowledge of website administration	Application
	Experience of working in an educational environment	Interview
		References

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### Education and Training

<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
Educated to A Level or equivalent	Educated to Degree level or equivalent	Application
GCSE English (Grade C or above)		Certificates / Evidence
Clean Driving Licence		

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### Knowledge and Abilities

<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
Good ICT skills	Experience/knowledge of post-16 education	Application
Excellent written, verbal and communication skills	Experience/knowledge of the media industry	Interview
	Graphic design skills	

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### Safeguarding

<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
Suitable to work with children and vulnerable adults		Application / Interview
Requirement to apply for a CRB check		References
Requirement to be registered with any relevant national body as required by the College		

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**Personal Qualities**

Essential

Desirable

How Identified

Excellent organisational and planning skills

Interview

Ability to prioritise and work to tight deadlines

References

Effective interpersonal skills

Self-motivated and able to work independently, and/or part of a team

Flexible approach to work commitments