

Person Specification

Registry Administrator: Admissions & International (0.8)

Experience	<ul style="list-style-type: none"> • Essential • Comparable administrative experience • Undergraduate qualification • Fluency in English language both in writing and orally • Experience of dealing with a diverse range of service users 	<ul style="list-style-type: none"> • Desirable • Experience of working in a Higher Education institution in: Quality assurance/enhancement OR Registry OR Governance • Experience of working in an Arts institution
Technical work-based Skills	<ul style="list-style-type: none"> • Essential • Professional competence and confidence with MS Office, Outlook, Electronic diaries; • Experience of VLE (Moodle or equivalent) 	<ul style="list-style-type: none"> • Desirable • Experience of working with UCAS • Experience of HESA data returns • Awareness of web-technologies such as Word-Press
Knowledge	<ul style="list-style-type: none"> • Essential • Understanding of the processes involved in admissions • Knowledge of the HE-landscape and recent developments • Knowledge of Student Loans criteria and eligibility • Understanding of the UKVI Tier 4 process 	<ul style="list-style-type: none"> • Desirable • Concept of Higher Education governance • Comprehension of the scope/detail of HESA Data Futures • Working knowledge of the Quality Code
Skills & Attributes	<ul style="list-style-type: none"> • Essential • Highly developed interpersonal skills, able to effectively communicate both verbally and in writing • Demonstrate both empathy and professional rigour in dealing with a range of people with diverse and non-traditional personal histories • Ability to manage and prioritise workload and judge one's own capacity in order to request, or offer, assistance when necessary • Capacity to adapt and evolve in response to changing demands both internally and externally • Ability to work effectively both in a team and independently • Pro-active problem solver • Strategies to ensure the accurate, thorough, timely work 	<ul style="list-style-type: none"> • Desirable • Continually reviewing progress to improve efficiency • Review and report writing • Minute taking

