

**PERSON SPECIFICATION**  
**Placement Administrator (Maternity Cover)**

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. Previous experience of working in an administrative role in a busy office environment.	Essential	Application Form / Supporting Statement / Interview
2. Proven working experience of operating administrative databases, entering and retrieving data.	Essential	Supporting Statement / Interview
3. Good MS Office skills including Outlook, Word and Excel.	Essential	Supporting Statement / Interview
4. Previous experience of managing a complex workload in an organised way and working to deadlines.	Essential	Supporting Statement / Interview
5. Ability to plan placement schedules.	Essential	Supporting Statement / Interview
6. Ability to review/analyse data, collate and present it in a suitable accurate format.	Essential	Supporting Statement / Interview
7. Able to play close attention to detail and to ensure all required documentation and administrative arrangements are precisely as required.	Essential	Supporting Statement / Interview
8. Excellent written and oral communication skills, including a clear and polite telephone manner.	Essential	Supporting Statement / Interview
9. Good interpersonal skills including tact and diplomacy and experience of dealing with a wide range of people.	Essential	Supporting Statement / Interview
10. Ability to work as a team member to meet the needs of the Department and to help colleagues at busy times.	Essential	Supporting Statement / Interview
11. Previous experience of SITS and/or ARC databases.	Desirable	Supporting Statement / Interview
12. Previous experience of Health, Social Care or Education environments.	Desirable	Supporting Statement / Interview
13. Previous experience of planning work placements or similar activity.	Desirable	Supporting Statement / Interview

- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency based interview questions, tests, work-related exercise, presentation or teaching session etc.