

**PERSON SPECIFICATION**  
**Quality Administrator**

<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Application Form / Supporting Statement / Interview</b>
1. Ability to adhere to strict policies and procedures, relaying these to colleagues as appropriate.	Essential	Supporting Statement / Interview
2. Demonstrate excellent attention to detail, including grammar, punctuation, spelling, and document formatting.	Essential	Supporting Statement / Interview
3. Good IT skills particularly in the use of Microsoft Word to produce and format documents. Good working knowledge of other Microsoft 365 applications, such as SharePoint, Outlook, Teams, and Excel.	Essential	Supporting Statement / Interview
4. Excellent interpersonal skills and the ability to communicate confidently and effectively with a range of audiences, both orally and in writing, observing confidentiality where appropriate.	Essential	Interview
5. Excellent organisational and prioritisation skills to manage a varied workload and meet deadlines.	Essential	Interview
6. Willingness to take ownership of workload, communicating progress with colleagues as necessary and working independently without supervision at times.	Essential	Supporting Statement / Interview
7. Ability to take and write comprehensive minutes.	Essential	Interview
8. Ability to work as part of a team, with willingness to assist fellow team members and undertake other duties as required.	Essential	Supporting Statement / Interview
9. Previous experience working in an administrative role, ideally providing support to senior staff or in a quality assurance related role.	Essential	Application Form / Interview
10. Willingness to embrace change by exploring new approaches and adapting strategies and processes.	Essential	Supporting Statement / Interview
11. Experience of working in an educational environment and/or an understanding of Higher Education.	Desirable	Application Form / 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.