

PERSON SPECIFICATION
Placement Co-Ordinator

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. Education to A Level or equivalent, including GCSE grade C or equivalent in English and Maths.	Essential	Application Form
2. Previous experience of working in an administrative role in a busy office environment.	Essential	Application Form / Supporting Statement
3. Proven working experience of operating administrative databases, entering, retrieving, and interrogating data.	Essential	Application Form / Supporting Statement
4. Proficient in the use of Microsoft Office including Outlook, Word, and Excel.	Essential	Supporting Statement / Interview
5. Ability to work under pressure to demanding deadlines.	Essential	Supporting Statement / Interview
6. Previous experience of managing a full workload in an organised way and working to deadlines.	Essential	Supporting Statement / Interview
7. Ability to liaise with colleagues and stakeholders in a professional way.	Essential	Supporting Statement / Interview
8. Ability to plan placement schedules and co-ordinate student placement allocations.	Essential	Supporting Statement / Interview
9. Experience of reviewing and analysing data, and able to collate and present it in a suitable accurate format.	Essential	Supporting Statement / Interview
10. Experience of working in roles which require a high degree of accuracy and attention to detail.	Essential	Supporting Statement / Interview
11. Excellent written and oral communication skills, including a clear and polite telephone manner.	Essential	Supporting Statement / Interview
12. Good interpersonal skills including tact and diplomacy and experience of dealing with a wide range of people, including situations of conflict at times.	Essential	Supporting Statement / Interview
13. Previous experience of SITS and / or ARC databases.	Desirable	Supporting Statement / Interview

14. Previous experience of Health, Social Care or Education environments.	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.