

Skills/ability/experience	Essential	Desirable	On start
Qualifications			
Good standard of literacy – GCSE English (A-C) or (4+)	✓		✓
Good standard of numeracy – GCSE maths (A-C) or (5+)	✓		✓
Capable of working to level 4 standard	✓		✓
Level 4 qualification (Higher National Certificate / first year degree equivalent)		✓	
First aid certificate (to be gained)	✓		
IT proficiency and skills			
Proficiency in Microsoft Word	✓		
Advanced proficiency in Microsoft Excel (incl. pivot tables, Match/Index)		✓	
Able to communicate succinctly by email	✓		
Employment related skills			
Excellent organisational skills	✓		✓
Able to communicate effectively with students	✓		
Good customer skills (including respect/ communication/ helpfulness/ presentation)	✓		✓
Good attention to detail and high level of accuracy	✓		✓
Ability to work effectively as a member of a team	✓		✓
Ability to follow administrative processes	✓		✓
Openness to learning		✓	
Specific skills for the role			
Ability to interpret technical specification documents and formulate compliance actions in relation to data recording and quality assurance	✓		✓
Excellent analytical and problem-solving skills	✓		✓
Experience of student records systems in an education setting		✓	
Good understanding of college exams processes	✓		