

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 6 standard	✓		✓
Level 6 qualification (under-graduate degree)		✓	
IT proficiency and skills			
Proficiency in Microsoft Word	✓		
Proficiency in Microsoft Excel	✓		
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			
Understanding of the Sports and Leisure industry	✓		✓
Willing to work evenings		✓	
Ability to pick up new applications and software quickly	✓		✓
Excellent analytical and problem-solving skills	✓		✓
Experience of student records systems in an education setting	✓		✓
Good understanding of college admissions and registration processes		✓	
First Aid at Work Certificate		✓	