TUTORIAL ADMINISTRATOR: Person Specification

Essential Skills and Experience

- Accuracy and attention to detail.
- Strong organisational and time-management skills, with the ability to prioritise work to meet tight deadlines.
- Ability to work autonomously and to seek guidance where necessary.
- Excellent interpersonal skills and the ability to communicate with people confidently, courteously and helpfully to all enquiries on the telephone and face to face.
- Diplomacy in dealings with matters of a personal or confidential nature with students, staff and academic staff.
- Problem-solving ability and able to ‘think outside the box’.
- Previous experience of working in a demanding administrative role.
- Excellent IT skills and experience of working with Microsoft Office and especially databases and Excel.
- A team player, with a willingness to assist other staff in the Tutorial Office as necessary.
- Understand the importance of confidentiality and the requirements of the Data Protection Act
- A-Level standard of education.
- An understanding of the Data Protection Act.
- Occasional flexibility to work hours to suit the demands of the Department to achieve deadlines.

Desirable Skills and Experience

- Experience of CamSIS and CamCORS
- Experience of using Facebook and other social media in a work environment.