Person Specification – Senior Administrator/PA to Vice Principal – Head of Learning, Teaching and Research

	Essential (E)/ Desirable (D)	How assessed: Application (A) Interview (I)
Education, professional training, and qualifications		
A-Levels or equivalent.	E	A
Hold a Business Administration qualification.	D	A
Willingness to engage in further training relevant to the role.	E	A/I
Experience and specialist knowledge		
Substantial experience working in an administrative role.	E	A/I
Experience drafting meticulous and succinct minutes.	E	A/I
Experience monitoring budgets.	E	A/I
Experience working in higher education.	D	A/I
Skills and abilities		
Ability to multi-task and manage a wide range of priorities.	E	I
Excellent written and oral communication skills.	E	A/I
Computer confident with good IT skills using Microsoft Office.	E	A/I
High level of attention to detail.	E	A
Excellent interpersonal skills, able to build rapport when meeting new people.	E	I
Highly effective administration, organisational and time management skills, with strong ability to prioritise and meet deadlines.	E	A/I
Proactive team player.	E	A/I
Ability to work collaboratively across boundaries in partnership with colleagues.	E	I
Ability to work in and adapt to a fast-paced environment.	E	A
Ability to problem solve and develop solutions.	E	I
Personal qualities		
Good team player, can demonstrate a willingness to support others within a team.	E	I
Has an approachable, professional manner.	E	I
Ability to manage change positively.	E	I
Discreet and can maintain confidentiality.	E	I
Can act on own initiative within specified boundaries.	E	A
Proactive in pursuit of work to its completion.	E	I
Flexible in approach to work.	E	I
Cares and demonstrates a commitment to the success of learners within a safe and positive learning environment.	E	I
Demonstrates a commitment to supporting a customer focussed and student-centred learning experience.	E	I

Confident to work at all levels of the organisation.	E	I
Possess well-developed interpersonal skills and can communicate effectively and appropriately with people from a wide range of backgrounds with a caring and professional manner.	E	I
Demonstrable commitment to equality of opportunity and the ability to challenge behaviours which do not positively advance the diversity agenda.	E	I
Demonstrable experience of representing the values of an organisation in daily life.	E	A/I
Demonstrable experience of upholding the values of Norland and the Norland Code of Professional Responsibilities.	D	A/I
Demonstrates a positive attitude, professionalism, passion and energy.	E	I
Demonstrates willingness to immerse into the life and culture of Norland.	E	I
Motivated and committed to continuous improvement for self and colleagues.	E	A/I
Willingness to become part of the Norland community by engaging and participating in Norland-wide activities and being a positive role model to others.	E	A/I
Unusual post requirements		
Occasional Saturday working to cover Norland open days and other events.	E	A