

Bursary Administrator

	PERSON SPECIFICATION A = Application I = Interview	Essential or Desirable (E or D)	Method of Assessment
Skills and Attributes			
1.	Ability to relate and empathise with students in need of support and to develop trusting and respectful relationships with them	E	A, I
2.	Excellent interpersonal and communication skills, written and verbal.	E	A, I
3.	Strong attention to detail, numeracy, communication, and record-keeping skills	E	A, I
4.	Competent in IT with excellent administrative and organisational skills	E	A, I
5.	Ability to work as part of an effective team and as an individual	E	A, I
6.	Ability to organise and arrange own workload to ensure deadlines are met and urgent tasks are prioritised	E	A, I
7.	Commitment to inclusivity in the workplace.	E	A, I
8.	Approachable, organised, discreet, and student-focused	E	A, I
Experience			
9.	Understanding of student financial support schemes and data protection standards	E	A, I
10.	Experience in processing financial applications or providing student support	E	A, I
11.	Experience in an education or Further Education setting	D	A, I
12.	Knowledge of funding policies such as the 16–19 Bursary Fund	E	A, I
13.	Experience supporting vulnerable or disadvantaged learners	D	A, I
Education			
14.	Level of Maths & English Qualifications relevant to the post (Level 2 minimum)	E	A, I
15.	Level 2 or 3 qualification in business, finance, administration, or similar	D	A, I