

Admissions Officer

Aureus School - Person Specification

Position: Admissions Officer	Essential	Desirable
Qualifications:		
GCSE / O' Level C grade or higher (or equivalent) in Maths and English	Y	
Evidence of continuous professional development		Y
First Aid Qualification / willingness to acquire a First Aid Qualification	Y	
Professional and Experience:		
Experience of working in an educational environment		Y
Experience of working in a school office		Y
Using and presenting data	Y	
Experience of working in an administrative role, providing in-depth administrative support to a wide range of colleagues	Y	
Knowledge & Skills:		
ICT skills – Proficient in using Microsoft Excel & Word	Y	
ICT skills - Familiarity with SIMS, Parentpay, School Comms, PowerPoint and other packages		Y
Effective and clear communication skills	Y	
Good administration skills	Y	
Knowledge of a variety of ICT systems including: Excel; Word; Publisher; a good working knowledge of mail merge; the manipulation of data within spreadsheets.	Y	
Ability to work independently, demonstrating initiative	Y	
Receptive to new ideas, approaches and challenges		Y
Able to work to deadlines, use own initiative and keep line manager appraised.	Y	
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required	Y	
Ability to work independently, demonstrating initiative	Y	
Ability to show empathy & discretion when dealing with difficult personal situations	Y	
Enthusiasm, drive and a love for the job	Y	
Ability to use initiative	Y	
Ability to deal sensitively and in confidence with a wide range of issues	Y	
Ability to work methodically, ensuring attention to detail	Y	
Safeguarding:		

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure.

Wellbeing:

We are passionate about creating a culture of wellbeing where all staff and students are valued and supported so that we can all 'grow, learn and flourish'.

Diversity:

We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Flexibility:

We are open to applications from educators seeking flexible roles including part-time, job share and co-leadership responsibilities.