

ADMISSIONS REGISTRAR PERSON SPECIFICATION

St Columba's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Competency	Essential	Desirable
Education	<ul style="list-style-type: none"> GCSE Maths & English at Grade C or above or equivalent. 	<ul style="list-style-type: none"> A further education qualification or equivalent gained through experience University degree would be desirable but not essential.
Experience	<ul style="list-style-type: none"> Previous experience of working in a complex, busy, service driven environment. Experience of managing sales initiatives and positively promoting an organisation. 	<ul style="list-style-type: none"> Experience of managing a database e.g. SIMS. Experience as a School Registrar / Admissions Officer. Experience of working in a school environment. Experience of event management.
Knowledge	<ul style="list-style-type: none"> Excellent ICT skills e.g. confident and adept in use of Microsoft applications, mail merge, databases and producing reports. Awareness of current data protection and Equality legislation. An understanding of the principles of sales and marketing. 	<ul style="list-style-type: none"> Knowledge of safeguarding issues. Knowledge of SIMS. Sufficient numeracy skills to deal with statistical data
Communication	<ul style="list-style-type: none"> Excellent written and verbal skills including on the telephone. Excellent interpersonal skills including the ability to engage with prospective boys and their parents and relate to people on all levels with sensitivity. Discretion and Diplomacy. 	
Planning & Organisation	<ul style="list-style-type: none"> Ability to prioritise. Methodical and efficient approach to office procedures, database and record keeping Ability to meet multiple deadlines in a busy 	

	<p>environment while maintaining accuracy and a keen eye for detail.</p> <ul style="list-style-type: none"> • Maintain inventory and stock of admissions and marketing materials including prospectuses, registration forms, banners etc. 	
Personal Qualities	<ul style="list-style-type: none"> • Possess a genuine interest in the College and its mission • Sensitive; warm and caring approach. • Relish challenge and responsibility. • Confident and proactive and be able to generate new ideas to improve the admissions process, along with the confidence and leadership skills to implement changes. • Flexible. • Ability to ensure high output and excellent work ethic. • Able to confront difficult issues and reach a positive conclusion. • Good sense of humour. • Energetic, enthusiastic with a 'can do' attitude and a willingness to 'get stuck in'. • A team player who is also self-motivated and able to work on their own initiative. • Committed to own professional development in relation to school admissions processes. 	<ul style="list-style-type: none"> • An understanding of the stress felt by parents during the admissions process. • Willingness to work extended hours including evenings and weekends when required.