

**Admissions Administrator, Heathermount School PERSON SPECIFICATION**

**Criteria required for this post**

ESSENTIAL				DESIRABLE			
<i>Requirement</i>	<i>How Identified</i>	<b>Met</b> Yes No		<i>Requirement</i>	<i>How Identified</i>	<b>Met</b> Yes No	
<b>EDUCATION, TRAINING, QUALIFICATIONS AND SKILL SET</b>							
IT skills including the ability to effectively use Outlook, the ability to use Microsoft office and the ability to navigate the internet	Application form Certificates			SEND qualifications	Application form Certificates		
Relevant or previous experience in an admission or office role within a school	Application form Interview			Education to degree level or equivalent	Application form Certificates		
<b>KNOWLEDGE &amp; EXPERTISE</b>							
Knowledge of SEND Phraseology/terminology and the SEND Code of practice	Application form Interview			Relevant experience of working in a SEND environment in a local authority	Application form Interview		
Good working knowledge of Microsoft Office	Application form Interview			Awareness and understanding of school admissions, enough to carry out the role. This may include specific knowledge of autism and SEN school provision	Application form Interview		

<b>SKILLS, ABILITIES AND PERSONAL ATTRIBUTES</b>							
Excellent communication skills	Interview						
Excellent organisation and interpersonal skills, in particular customer service	Interview						
The ability to work on own or as part of a team using your initiative and able to meet deadlines	Application form Interview						
The ability to analyse and interpret data	Application form Interview						
An enthusiastic, committed, and proactive approach to work	Application form Interview						
The ability to be able to respond flexibly & positively to changing requirements	Application form Interview						
An understanding of data protection and confidentiality	Application form Interview			Experience and skills in using secure email systems	Application form Interview		
An understanding and commitment to Equality, Diversity & Inclusion, and an alignment to the school's values	Interview						
A positive, facilitative approach to colleagues, enquirers, applicants, students, and external agencies	Application form Interview						
A sense of humour	Interview						