**Person Specification:**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications | Educated to A Level standard or equivalent with a minimum of 5 GCSEs grade A\*-C including English and Maths. | Degree-level qualification.  Qualified in the principles of sales, marketing and/or admissions (such as the **AMCIS Certificate in Admissions Management**). |
| Experience | Experience of working in the independent schools sector.  A track record of success in an administrative/business environment, including excellent IT skills (spreadsheets & databases). | An understanding of Special Educational Needs / conditions and appropriate in-class adjustments.  Familiarity with and a high-level understanding of the content of SEN specialist reports, such as Educational Psychology reports, S&LT and OT reports, etc  Experience of working with SchoolBase - training can be provided. |
| Skills and knowledge | Excellent written and verbal communicator with first-class people skills.  The ability to create accurate written work and to proof-read / quality check to a high standard.  Highly organised with a demonstrable commitment to the highest level of customer care and satisfaction.  Effective communicator, showing empathy and understanding for all prospective families.  Demonstrate resilience and an ability to stay calm when under pressure. Able to think on your feet and identify and maximise ‘sales’ opportunities.  IT proficient; confident use of technology to further improve the admissions process.  Highly motivated with the ability to inspire and enthuse others.  Be smart, presentable and socially confident when dealing with people of all ages and abilities.  Flexible - some evening and weekend work will be required from time to time, linked to the demands of the role - exhibitions, open days/evenings etc. | Ability to work with databases, including on a more complex level: creating and running bespoke reports, queries and other functions to produce management information. |
| Other | Team player, willing to cover tasks of other members of the Administration team, if required. As well as the ability to work autonomously.  Self-motivated; able to prioritise and manage own workload.  Professional and friendly outlook, attitude and demeanour.  Committed to the safeguarding and wellbeing of every pupil and prospective pupil. | Knowledge of Prep Schools and specialist schools in the London area, especially West London.  Network of Admissions / SENCo contacts within Prep Schools and specialists schools in the London area. |