

Head of Admissions - Persons Specification

Essential attributes

1. Have a experience of working in a competitive sales environment
2. Have a proactive and sales driven attitude to work
3. Be well presented, articulate, punctual honest and reliable.
4. Be personable and friendly to fellow staff, parents, children and agencies
5. Ability to be loyal and maintain confidence at all times
6. The ability to motivate, extend and support prospective and current parents
7. the ability to perform effectively the duties outlines in the job description
8. To have up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of children
9. Display a commitment to the protection and safeguarding of children
10. Excellent interpersonal skills; the ability to work well with a wide range of people and also to use initiative-taking the lead when necessary
11. To have the ability to work flexibly and share work loads, particularly during periods of pressure. Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams. Work well under pressure, meet deadlines and manage time effectively
12. Is willing to work within organisational procedures, processes and to meet required standards for the role, work towards outstanding practice throughout the curriculum
13. Accept the need for continuing development and training, particularly in ensuring up to date training is undertaken in matters relating to safeguarding children and health & safety
14. A strong record of attendance and punctuality and the ability to manage time and resources affectively
15. The ability to demonstrate a pro-active approach in taking responsibility for quality of own work and that of others, problem solving and using his/her own initiative as appropriate
16. Confidence and competence in using databases and computers administration purposes.
17. To follow the school ethos
18. The ability to represent the school appropriately and consistently to all parties, including prospective parents.
19. Communicates clearly and effectively with Parents about school policies and procedures, admissions and ethos.