**Person Specification**

**Admissions Assistant – March 2019**

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| **Requirements** | **Essential** | **Desirable** |
| **Qualifications** | GCSE or equivalent Maths and English or relevant experience | Educated to Degree level |
| **Knowledge** | Good working knowledge of Microsoft Products (Outlook, Word and Excel) | Knowledge and experience of Publisher useful but not essential |
| **Experience** |  | School experience helpful but not essential |
| **Skills and Aptitudes required** | Attention to detail  Good keyboard skills  Ability to set up and maintain accurate files and records |  |
| **Personal Qualities required** | Good team player with the ability to work in a small busy team but also able to work on own initiative and prioritise workload  Flexible & Adaptable – customer responsive approach with a “can-do” attitude  Proactive and able to use initiative  Warm and professional telephone manner  Outgoing in personality with the enthusiasm and gravitas to be an outstanding ambassador for the School  Excellent communication skills – both written and oral – ability to form good working relationships with staff, parents, pupils, prospective pupils and visitors and to engage confidently with a wide range of audiences  Discretion | An interest in education and schools |