**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 skillsAbility 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 workloadFlexible & Adaptable – customer responsive approach with a “can-do” attitudeProactive and able to use initiativeWarm and professional telephone mannerOutgoing in personality with the enthusiasm and gravitas to be an outstanding ambassador for the SchoolExcellent 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 audiencesDiscretion | An interest in education and schools |