

## **ADMISSIONS & ADMINISTRATIVE OFFICER**

### **Person Specification**

#### **Qualifications**

- Relevant academic qualifications
- Strong literacy and numeracy skills
- Evidence of further relevant experience

#### **Experience of**

- MS Office (Outlook, Word and Excel)
- Working in SIMs
- Liaising with students, parents/carers, staff and other stakeholders

#### **Professional knowledge**

- Record keeping
- Insight into school safeguarding policies, procedures and regulations
- Recent Safeguarding training
- Competent spelling, punctuation and grammar

#### **Professional skills**

Can demonstrate the ability to:

- Show meticulous attention to detail
- Be highly organised and proactive
- Clearly communicate to a range of different audiences
- Relate positively to all members of school and wider community, especially student and parents/carers
- Be ICT literate and confident in the use of MS Office and databases

#### **Commitment**

Demonstrate a commitment to:

- Education for equality
- Promoting the school's ethos, commitments and aims
- Delivering high levels of customer service
- Professional self-development
- Empowering young people
- Lifelong learning
- Teamwork