

# COLSTON'S

INDEPENDENT CO-EDUCATION  
FROM NURSERY TO SIXTH FORM

## Admissions Coordinator

### Person Specification

Person Specification	Essential	Desirable
<b>Qualifications</b>		
A Level qualifications or equivalent	√	
HND level qualification or equivalent		√
<b>Experience and knowledge</b>		
Experience in a customer- focused environment	√	
An eye for detail	√	
Office administration abilities including experience with databases and Microsoft Excel	√	
Experience of drafting communications literature including letters	√	
Analytical abilities		√
Experience in the independent schools' sector, in particular within an admissions department		√
Sales-focused and experience with proactively driving enquiries		√
<b>Skills and Abilities</b>		
A welcoming and engaging personality with excellent interpersonal skills	√	
Smart professional appearance	√	
An excellent telephone manner and the ability to confidently guide families through the admissions process	√	
The ability to take initiative and work quickly	√	
Belief in the benefits of the benefits of independent education	√	

In addition to the above, the successful applicant will be expected:

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with.
- To be supportive of and committed to the School's policies on Child Protection.
- To be supportive of the School's policies on Equal Opportunities.
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment.