

Admissions Coordinator - Person Specification

Education and Qualifications	Essential	Desirable	Assessment
Good honours graduate	✓		A
Marketing or sales qualification	✓		A
Commitment to personal/professional development	✓		A

Experience	Essential	Desirable	Assessment
Experience of, or understanding of, working within a sales or marketing environment at an operational level	✓		A
Experience of working internationally with cultural sensitivity	✓		A/I
Experience of working in an admissions environment in an educational establishment at an operational level	✓		A
Understanding of the UK educational system including National Curriculum	✓		A/I
Understanding of testing and criteria for study visas in relation to international recruitment.	✓		A/I

Skills and Attributes	Essential	Desirable	Assessment
Knowledge of challenges facing an independent school	✓		I
Highly effective relationship building skills and a strong commitment to customer service	✓		I
Highly developed persuasive and influencing skills	✓		I
Good collaborative skills, able to quickly establish effective internal and external working relationships	✓		I
Ability to develop innovative and practical solutions to challenges	✓		I
Strong organisational skills and ability to prioritise a complex and demanding workload	✓		I
Strong administrative skills with keen attention to detail and record keeping	✓		I
Excellent scheduling and event planning abilities (physical and online)	✓		I

Personal Qualities	Essential	Desirable	Assessment
High professional standards, as well as high expectations of self and colleagues	✓		A/I
Energetic, enthusiastic and committed	✓		A/I
Open-minded	✓		A/I
Driven and target-orientated	✓		A/I

Resourceful, proactive and able to work effectively individually and as part of a team	✓	A/I
Excellent interpersonal skills	✓	A/I
Ability to be reflective and self-critical	✓	A/I
Display calmness under pressure	✓	A/I
Discretion and being able to deal with confidential information appropriately	✓	A/I
A commitment to the whole life of a busy boarding community	✓	A/I
Charismatic - having 'a presence'	✓	A/I
Recognise the importance of personal responsibility for Health and Safety	✓	A/I
Willingness to take on other roles and responsibilities within the department	✓	A/I
Commitment to the school's ethos, aims and its whole community	✓	A/I

Assessment Key

- A** Application Form
- I** Interview