



## Person Specification – Admissions and Data Officer

### Qualifications & Experience

Essential	Assessment
GCSE Qualifications in English and Mathematics (e.g. GCSE grades A* - C or Level 2 Literacy and Numeracy equivalent)	Certificates
Experience working in a school environment or other educational setting	Application/Interview
Experience working directly with pupils and parents	Application/Interview
Experience working collaboratively with colleagues	Application/Interview
Experience analysing data and producing reports and identifying key insights	Application/Interview
Commitment to personal/professional development	Application/Interview/ Certificates

### Skills & Attributes

Essential	Assessment
Good listening skills	Application/Interview
Effective written and verbal communication skills	Application/Interview
Knowledge of the possible interventions to raise attendance	Application/Interview
Knowledge of the potential barriers to high attendance that pupils may face	Application/Interview
Ability to tailor interventions to individual pupils	Application/Interview
Ability to use IT systems and to conduct analysis and produce reports	Application/Interview
Good knowledge of Excel	Application/Interview
Ability to create good relationships with pupils, staff and parents	Application/Interview

### Personal Qualities

Essential	Assessment
Willingness to provide the best possible opportunities for all pupils	Application/Interview
Organised, proactive and self-motivated	Application/Interview
Good time management skills	Application/Interview
Commitment to upholding and promoting the ethos and values of the school	Application/Interview
Ability to work under pressure and prioritise effectively	Application/Interview
Ability to maintain confidentiality at all times	Application/Interview
Committed to safeguarding, equality, diversity and inclusion	Application/Interview
Be able to work flexible hours (including some evenings)	Application/Interview
Show a willingness to take on additional roles and responsibilities	Application/Interview
Able to work as part of a team	Application/Interview
Promote and support the Catholic ethos of the college	Application/Interview