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| Embley Logos PRIMARY LANDSCAPE On White RGB 0719 AW | **Admissions Manager Person Profile** |

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * Degree educated or equivalent |  |
| **EXPERIENCE** | * 10+ years’ experience and a proven track record in business development/sales or admissions | * Work in an educational environment * Familiarity with the independent school sector * Familiarity with the Tier 4 system |
| **SKILLS** | * Proven ability to drive and develop a pipeline of opportunities * Ability to build relationships and trust at all levels and influence effectively * Strong communication and negotiating skills * Active listener and effective questioner * Ability to present information and have the right strategies and tactics proactively planned for scenarios which might not see the prospect commit to conversion * Comfortable talking about money and aspects of financial matters * Sound business understanding as well as being commercially astute * Proactive with a positive ‘can do’ attitude * Excellent attention to detail * Creative and innovative approach * Self-starter and team player * Tactful and diplomatic * Discreet, able to maintain confidentiality and handle sensitive information * Strong planning and organisation skills * A sense of humour |  |
| **PHILOSOPHY AND ETHOS** | * Commitment to being part of a team and helping to grow a successful business * Commitment to customer service and best practice in admissions. |  |
| **SYSTEMS & SOFTWARE** | * Confident user of Microsoft Office | * Confident user of ISAMS or other student management systems |

September 2019