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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
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| **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
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| **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
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| **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.
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| **SYSTEMS & SOFTWARE** | * Confident user of Microsoft Office
 | * Confident user of ISAMS or other student management systems
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September 2019