

**PERSON SPECIFICATION**
**JOB TITLE: Admissions Officer/General Administrator**

| Essential   | Desirable  | Evidence  |
|---|--|---|
| <b>Qualifications and experience:</b><br><br>5 GCSEs or equivalent, including Maths and English Grade C minimum.  | <b>Qualifications and experience:</b><br><br>Experience of working in a school environment or similar establishment<br><br>Liaising with other professional colleagues<br><br>First aid qualification or willingness to gain one | Application form<br><br>Letter of application<br><br>References<br><br>Interviews<br><br>Certificate/s (to be available at interview) |
| <b>Knowledge and skills:</b><br><br>Excellent inter-personal skills<br>Excellent communication skills with people at all levels<br>A flexible and motivated team member<br>The ability to use ICT effectively to support tasks and activities | <b>Knowledge and skills:</b><br><br>Experience of maintaining databases<br>An ability to work with a variety of tasks accurately   | Application form<br><br>Letter of application<br><br>References<br><br>Interviews   |
| <b>Personal qualities:</b>  | <b>Personal qualities:</b>   | Application form  |

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| <p>A quick and enthusiastic learner</p> <p>An ability to follow directions from his/her line manager</p> <p>To show initiative and an ability to work under pressure</p> <p>An ability to work flexibly and respond to unplanned situations</p> <p>Discrete and able to deal appropriately with confidential information</p> <p>Efficient and meticulous in organisation</p> <p>Desire to enhance and develop skills and knowledge through CPD</p> <p>Commitment to the highest standards of child protection and safeguarding</p> <p>Recognition of the importance of personal responsibility for health and safety</p> <p>Commitment to the school's ethos, aims and its whole community</p> |  | <p>Letter of application</p> <p>References</p> <p>Interviews</p> |
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*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS (Disclosure and Barring Service) check will be carried out for the successful candidate.*