

Person specification: Admissions Officer

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade C (or 5) in English and Mathematics • Higher level qualifications are desirable but not essential
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience working directly with pupils and parents • Experience working collaboratively with colleagues
Skills and knowledge	<ul style="list-style-type: none"> • Good listening skills • Effective written and verbal communication skills • Competent user of MS Office products and other computer systems (Essential) • Administrative skills (Essential) • Accurate data inputting skills (Essential) • Ability to create good relationships with pupils, staff and parents
Personal qualities	<ul style="list-style-type: none"> • Personable and able to communicate confidently with students, parents and all colleagues • Self-motivation and the ability to work on own initiative to meet deadlines (Essential) • Excellent written and verbal communication (Essential) • Ability to remain calm under pressure (Essential) • A warm, calm and professional disposition (Essential) • Ability to prioritise own work to meet requirements (Essential) • Highly organised (Essential) • Great attention to detail and the ability to deliver consistent quality and reliability through a methodical approach to work (Essential) • Good time management skills • Commitment to upholding and promoting the ethos and values of the school • Ability to maintain confidentiality at all times • Committed to safeguarding, equality, diversity and inclusion