**Admissions and Administration Role**

**Person Specification**

**Qualifications**

|  |  |  |
| --- | --- | --- |
|  | Desirable | Essential |
| GCSE to Level C in English and Mathematics (or equivalent) |  | x |
| Attendance at business/administration related courses | x |  |

**Job Related Knowledge**

|  |  |  |
| --- | --- | --- |
|  | Desirable | Essential |
| Literate and numerate |  | x |
| Understand the importance of attention to detail and know how to apply this to tasks |  | x |
| Knowledge and understanding of data entry |  |  |
| Excellent ICT skills including Word, Excel and other Microsoft programmes |  | x |
| Knowledge of SIMS data management and FMS | x |  |
| Knowledge of office support processes |  | x |
| Excellent record maintenance skills including information retrieval |  | x |
| Knowledge around DFE Keeping Children Safe in Education Part 1 |  | x |
| Know and understand what is meant by confidentiality |  | x |
| Understanding of the law, policy and Data Protection | x |  |

**Skills and Aptitudes**

|  |  |  |
| --- | --- | --- |
|  | Desirable | Essential |
| Ability to work independently |  | x |
| Ability to work to tight deadlines within agreed timelines and meet deadlines |  | x |
| Possess excellent communication and customer service skills |  | x |
| Ability to respond to a wide range of enquiries |  | x |
| Accurate and quick data input skills |  | x |
| Ability to deliver clear advice and support to parents and staff where needed |  | x |
| Ability to identify, advise and inform a range of people of key and vital information | x |  |
| Ability to set professional work boundaries and keep confidentiality |  | x |
| Ability to work professionally with negotiation and advocacy skills |  | x |

**Other Requirements**

|  |  |  |
| --- | --- | --- |
|  | Desirable | Essential |
| Ability to work and manage time in a busy environment |  | x |
| Tact and discretion and ability to be impartial |  | x |
| Strict confidentiality of information |  | x |
| Commitment to personal professional development |  | x |
| Commitment to equality of opportunity |  | x |
| Strict adherence to Safeguarding and Data Protection Regulations |  | x |