



### Admissions Assistant - Person Specification

	Essential	Desirable	Basis of Assessment
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>English and Maths GCSE (or equivalent) or beyond</li> <li>Secretarial or administrative qualifications</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working in a busy office environment</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience working in a school or educational environment</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills</li> <li>Numerate</li> <li>Ability to manage and prioritise workloads</li> <li>Meticulous attention to detail</li> <li>Ability to plan ahead and work within agreed timeframes</li> <li>Good organisational skills</li> <li>MS Outlook, Word, Excel, mail merge and database skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Engage, iSams or an equivalent school MIS would be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Self-motivated – ability to demonstrate initiative and be proactive</li> <li>Calm – work well under pressure</li> <li>Team player – ability to co-operate with others</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>