

Person Specification

Admissions Assistant – March 2019

Requirements	Essential	Desirable
Qualifications	GCSE or equivalent Maths and English or relevant experience	Educated to Degree level
Knowledge	Good working knowledge of Microsoft Products (Outlook, Word and Excel)	Knowledge and experience of Publisher useful but not essential
Experience		School experience helpful but not essential
Skills and Aptitudes required	Attention to detail Good keyboard skills Ability to set up and maintain accurate files and records	
Personal Qualities required	Good team player with the ability to work in a small busy team but also able to work on own initiative and prioritise workload Flexible & Adaptable – customer responsive approach with a “can-do” attitude Proactive and able to use initiative Warm and professional telephone manner Outgoing in personality with the enthusiasm and gravitas to be an outstanding ambassador for the School Excellent communication skills – both written and oral – ability to form good working relationships with staff, parents, pupils, prospective pupils and visitors and to engage confidently with a wide range of audiences Discretion	An interest in education and schools