

Person Specification

UK and International Admissions Officer - July 2017

Requirements	Essential	Desirable
Qualifications		
Knowledge	<p>Comprehensive knowledge of Microsoft Office packages (preferably 2010 onward, Apple version 2011).</p> <p>Sales databases. Production and use of statistics</p>	
Experience	<p>Proven track record of working within a sales environment, management of the process from initial enquiry through to enrolment</p> <p>Experience of working with sales/leads databases and be able to manage and interrogate the data to produce reliable and meaningful data</p>	<p>Prior experience within the education sector.</p>
Skills and Aptitudes required	<p>Excellent verbal and written communication skills</p> <p>Good relationship management and influencing skills</p> <p>Proactive approach</p> <p>Excellent telephone manner</p> <p>Planning and organising to deliver results</p> <p>Meticulous attention to detail and accuracy, with an appreciation of their importance in the work produced.</p> <p>Hands-on approach</p> <p>Accurate data input skills</p> <p>Self-motivated and reliable</p>	
Personal Qualities required	<p>Well organised/high levels of efficiency</p> <p>Flexible approach to duties undertaken and working hours.</p> <p>Diplomatic</p> <p>An appreciation of the benefits of the independent sector combined with an affinity for working with people.</p>	<p>An interest in independent education and schools.</p>

	<p>The ability to work as part of a team as well as on their own.</p> <p>The ability to work under pressure and prioritise effectively.</p> <p>Appreciation of the necessity to maintain complete confidentiality at all times.</p> <p>Proactive.</p>	
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