



## 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		x
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