

PERSON SPECIFICATION

JOB TITLE: Admissions Officer
DATE: April 2017
RESPONSIBLE TO: Financial Controller

	Essential	Desirable
Qualifications	<p>Good level of educational attainment up to A level.</p> <p>5 GCSEs or equivalent. Passes in Maths and English at grade C or above.</p>	<p>Secretarial qualification</p> <p>Degree</p>
Experience	<p>Experience of general office tasks (e.g. scanning, filing, setting up basic databases and mailing lists, answering telephone queries, conducting basic research).</p> <p>Proven administrative skills with an ability to prioritise, manage and complete a variety of tasks at times in periods of high pressure.</p> <p>Solid administration experience.</p> <p>Able to deal with confidential matters discreetly.</p>	<p>Experience of working for a charity.</p> <p>Experience of working in an educational setting, preferably SEN</p> <p>Experience in Admissions</p>
Skills	<p>Strong interpersonal and customer facing skills</p> <p>Excellent communication skills across all levels (both written and verbal)</p>	

	Essential	Desirable
	<p>Strong Microsoft Office skills (including Word and Excel).</p> <p>Good team working skills</p> <p>Strong administrative, time management and organisation skills.</p> <p>Ability to compose clear and concise letters and e-mails.</p> <p>Accuracy and attention to detail.</p> <p>Positive and enthusiastic attitude</p>	
Abilities	<p>Able to quickly develop excellent working relationships with a range of people.</p> <p>Ability to research information efficiently.</p> <p>Literate, numerate and articulate.</p>	
Essential personal qualities	<p>Able to take initiative.</p> <p>Commitment to high standards of work.</p> <p>Flexible, adaptable and able to relate well to different types of people.</p> <p>A commitment to safeguarding and promoting the welfare of children and young people.</p>	