

**PERSON SPECIFICATION**

JOB TITLE	Admissions Administrator
DEPARTMENT	Marketing / Admissions / Events
SECTION	Whole School
LINE MANAGER	Director of Marketing and Admissions

The successful candidate will be required to fulfil all duties as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS, SKILLS & EXPERIENCE:		
GCSEs (or equivalent) in English and Mathematics at grade C / 9 or above	√	
Proven experience in a front-facing receptionist, customer service or administrative role	√	
Excellent verbal and written communication skills	√	
Strong organisational skills, with the ability to multitask and prioritise workload effectively	√	
Proficient in the use of standard Office software, including Microsoft Office (Word, Excel and Outlook)	√	
Experience working in a school or educational environment		√
Familiarity with school management information systems		√
APTITUDES:		
A friendly, welcoming and professional manner	√	
Strong interpersonal skills, with the ability to engage confidently and professionally with a wide range of individuals	√	
A proactive team player with a positive approach to work	√	
Reliable and punctual, demonstrating a strong sense of responsibility	√	
A clear understanding of the need for confidentiality and discretion at all times	√	
Safeguard and promote the welfare of children	√	
Contribute to the wider school community	√	
Enthusiastic about working with all children and young people between the ages of 4 and 18	√	
Ability to uphold appropriate standards of behaviour	√	
Discretion, courtesy, honesty, and integrity	√	
Reliable, punctual, diligent and well-organised	√	

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.