# Person Specification

## Qualifications and Training

- GCSEs (or equivalent) in English and Maths (minimum grade C/4)
- Evidence of relevant training or willingness to undertake training in Arbor or similar MIS

## Experience

- Experience of working in a busy school or office environment
- Experience of managing admissions processes and maintaining accurate records, desirable but not essential
- Experience in using management information systems (preferably Arbor) desirable but not essential

## Skills and Knowledge

- Strong IT skills
- Excellent organisational skills and attention to detail
- Ability to manage sensitive and confidential information appropriately
- Knowledge of statutory requirements for school admissions and data returns desirable but not essential
- Effective communication and interpersonal skills

## Personal Qualities

- Friendly, professional, and approachable manner
- Ability to work independently and as part of a team
- High level of accuracy and pride in work
- Commitment to upholding the values and ethos of Simon Balle All-Through School
- Commitment to safeguarding and promoting the welfare of children
- Ability to prioritise workload and work under pressure