



SIGMA TRUST

Person Specification

Admissions Coordinator

Qualifications & Experience	Essential	Desirable	MOA*
Experience of administrative work in a busy office environment	✓		A/I/R
5 GCSEs including English and Maths at Grade C/4 and above or equivalent	✓		A/Q
- Knowledge of general school policies and procedures - Knowledge of health and safety policies and procedures		✓	A/I
First Aid Qualification (training will be required if a qualification is not already held)		✓	A/Q
Experience of working in a school		✓	A/I/R
Experience of School Admissions		✓	A/I/R
Skills and Knowledge	Essential	Desirable	MOA*
Excellent organisational and time management skills	✓		A/I/R
Work constructively as part of a team, understanding organisational roles and responsibilities	✓		A/I/R
Experience of supporting senior leaders in respect of their duties	✓		A/I/R
Ability to work effectively with a range of adults, both internally and with external agencies	✓		A/I/R
Experience of development, management and operation of administrative systems and ICT packages, including Google.	✓		A/I/R
Experience of the use of complex information databases, preferably Arbor and the Google suite	✓		A/I/R
Excellent reading and writing skills	✓		A/ I/T
Ability to count and undertake basic calculations	✓		A/I/T
Excellent IT skills with a range of software including good understanding of the use of google forms and sheets or a willingness to learn	✓		A/I
Ability to exchange verbal information clearly and sensitively with children and adults	✓		R/I
Seek support to overcome communication barriers with children and adults	✓		A/R/I
Ability to consult with colleagues	✓		A/R/I
Ability to produce clear and well-formatted documents	✓		A/R/I

GREATER THAN THE SUM OF ITS PARTS

• Ability to work under pressure to prioritise and meet deadlines	✓		A/R/I
• Ability to use initiative and work without direct supervision, taking responsibility for tasks		✓	A/R/I
• Understand and implement the school's behaviour for learning policy	✓		I
• Understand and support the differences in children and adults and respond appropriately	✓		A/R/I
• Basic understanding of the learning experience provided by the school		✓	I
• Basic understanding of the way in which children develop		✓	I
• Understand the importance of physical and emotional wellbeing	✓		I
• Good organisational skills	✓		A/I
Personal	Essential	Desirable	MOA*
• Commitment to the safeguarding of children and following relevant policies	✓		A/R/I
• A team player who is willing to go beyond their own responsibilities to help others at busy times	✓		A/R/I
• Awareness of and commitment to equality	✓		A/R/I
• High expectations of self and others	✓		A/R/I
• Ability to prioritise time effectively and work to deadlines	✓		A/R/I
• Able to work well individually and within a team	✓		A/R/I
• Self-motivated and able to work on initiative	✓		A/R/I
• Approachable and flexible	✓		A/R/I

Method of Assessment (MOA) Key:

A=Application; I=Interview; R=Reference Q=Qualifications T=Task

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