

Person Specification – Estates, Admissions and Attendance Administrator

Essential	Desirable	Evidence
Qualifications & Experience:		
<ul style="list-style-type: none"> • Educated to at least GCSE grade C standard or equivalent in English & Mathematics • Experience of working in an admin role • Experience of working with data • Experience of organisational skills/multi-tasking • Attention to detail 	<ul style="list-style-type: none"> • Experience of working in a school of similar establishment • Administrative qualification • Estates H&S qualification • Experience of working in a busy environment 	Application Form Letter of Application References Interview Certificate(s) (to be available at interview)
Knowledge/Skills:		
<ul style="list-style-type: none"> • Can produce reports /maintain records • Effective written and verbal communication • Liaise with multiple stakeholders • Experience of using Excel, Word and Outlook • Ability to use or learn IT systems 	<ul style="list-style-type: none"> • Experience of using MS Office / Teams. • Experience of IT systems, esp. Arbor, IAM Compliant. 	Application Form Letter of Application References Interview Certificate(s) (to be available at interview)
Compliance & Process:		
<ul style="list-style-type: none"> • Understanding of working within policies, procedures and regulations • Ability to handle confidential/sensitive data 	<ul style="list-style-type: none"> • Experience of School Attendance • Experience in processing Admissions • Experience/ understanding of School Estates/compliance/H&S 	Application Form Letter of Application References Interview

Personal Qualities:		
<ul style="list-style-type: none">• Good time keeping• Sets high standards and expectations for self• Organised and able to work to deadlines• Accurate with a strong eye for detail• Flexible attitude to work including working hours and demands and changes in the role• Smart professional appearance	<ul style="list-style-type: none">• Ability to prioritise and meet deadlines• Proactive	