



KING EDWARD VI BALAAM WOOD ACADEMY

Educational excellence for our City

Person Specification

~ Attendance & Admissions Officer ~

King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a school or similar educational setting (AF/I) • Experience of working with young people and/or families (AF/I) • Experience of using a Management Information System (e.g. SIMS, Arbor) (AF/I/E) • Experience of managing sensitive or challenging situations (AF/I) • Experience of providing administrative support in a busy office environment (AF/I) • Experience of maintaining accurate records and handling confidential information (AF/I) • Experience of liaising with parents/carers and external agencies (AF/I) 	<ul style="list-style-type: none"> • Knowledge of school attendance and admissions procedures and systems (AF/I) • Understanding of attendance and admissions legislation and statutory guidance (AF/I) • Experience of school admissions processes and procedures (AF/I) • Knowledge of the School Admissions Code and admissions legislation (AF/I) • Experience of managing pupil admissions, transfers or transition arrangements (AF/I)
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent communication skills (written and verbal) (AF/I) • Strong organisational and administrative skills (AF/E) 	<ul style="list-style-type: none"> • Ability to interpret admissions policies and procedures (AF/I)

	<ul style="list-style-type: none"> • Ability to analyse data and identify patterns/trends (AF/E) • Ability to build positive relationships with pupils, staff, and parents/carers (I) • Ability to work independently and as part of a team (I) • Ability to handle confidential information appropriately (I) • Problem-solving skills with a proactive approach (I) • Confidence in using IT systems and Microsoft Office (AF/E) • Ability to manage competing priorities and meet deadlines (AF/I) • Excellent customer service and interpersonal skills (AF/I) • Ability to maintain accurate pupil records and databases (AF/E) • Ability to communicate effectively with prospective parents, carers, pupils and external agencies (AF/I) 	
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSEs (or equivalent) including English and Maths (AF) • Safeguarding training (or willingness to undertake) (AF/I) 	<ul style="list-style-type: none"> • Relevant administrative or education-based qualification (AF)
OTHER	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children (AF/I) • Professional, calm, and approachable manner (I) • Ability to maintain high levels of accuracy and attention to detail (AF/E) • Flexibility to respond to the needs of the school (I) 	

	<ul style="list-style-type: none"> • Willingness to undertake further training and development (I) • Commitment to providing a welcoming and professional first point of contact for prospective families (AF/I) 	
<p style="text-align: center;">Method of Assessment (M.O.A.) Application Form (AF), Interview (I), Test or Exercise (T), Presentation (P)</p> <p style="text-align: right;">June 2026</p>		