

Admission & Administration Assistant

Role Specification

Skills & Experience	Essential	Desirable	Identified through
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 suite	✓		A, I, R
Ability to take minutes at meetings	✓		A, I, R
Experience of working in a school		✓	A, I, R
Experience of the use of complex information databases, preferably Arbor		✓	A, I, R
Sound knowledge and experience of school admission & local authority processes		✓	A, I, R, D
Qualifications	Essential	Desirable	
5 GCSEs (including English & Maths) at Grade C and above or equivalent		✓	I, D
Training	Essential	Desirable	
Willing to undertake training as required and assist in training colleagues	✓		A, I
Able to present evidence of self-development		✓	A, I, D
Evidence of training in advanced ICT applications		✓	A, I, D
Disposition and Attitude	Essential	Desirable	
Able to work under pressure and meet conflicting demands within deadlines	✓		I, R
Able to communicate effectively at all levels	✓		I, R
Able to take a flexible and positive approach to change	✓		I, R
Professional and customer service orientated	✓		I, R
Able to maintain a high level of confidentiality and discretion at all times	✓		I, R
Practical and intellectual skills	Essential	Desirable	
Able to solve complex problems	✓		A, I, R
Proactive	✓		A, I, R
Think creatively		✓	A, I, R
Contribute to the wider school community and activities		✓	A, I, R

A = Application

I = Interview

R = References

D = Documents