



Person Specification for the Post of: Sixth Form Admissions and Student Services Administrator

| Attributes | Requirements | Essential | Desirable |
|--|--|-----------|-----------|
| Qualifications & Training | Good numeracy and literacy skills, at least equivalent to RQF Level 2; | ✓ | |
| | NVQ Business Admin related qualification or equivalent; | | ✓ |
| | Evidence of continuing professional development. | ✓ | |
| Experience | Evidence of ability to work flexibly and support colleagues | ✓ | |
| | Experience of working effectively in a busy environment, prioritising own workload and dealing with competing priorities and deadlines | ✓ | |
| | Knowledge and IT experience of Microsoft Office systems | ✓ | |
| | Experience of working in an education setting or busy office | ✓ | |
| | Experience of working in an educational setting, especially post-16 provision | | ✓ |
| | Experience of dealing with student attendance | ✓ | |
| | Knowledge and experience of using SIMS / ClassChart / Applica | | ✓ |
| Personal & Professional Skills & Attributes | A warm and welcoming personality, ideally with experience of reception duties | ✓ | |
| | Ability to communicate and liaise effectively with a range of people such as colleagues, students and outside agencies | ✓ | |
| | Ability to establish positive relationships with students and colleagues | ✓ | |
| | Ability to remain calm and helpful under pressure, dealing skilfully with unanticipated situations and ensuring a professional response at all times | ✓ | |
| | Ability to ensure a high standard of work in terms of presentation, accuracy and layout and effective written communication skills | ✓ | |
| | An understanding of the need to maintain confidentiality at all times between staff, pupils, families, agencies | ✓ | |
| | Ability to work effectively as a member of a team as well as independently | ✓ | |
| | Willingness to work flexibly to attend occasional out of hours events | ✓ | |
| | Ability to negotiate to get best value when booking events, training, etc | | ✓ |
| | Supportive of the school's excellent staff attendance and punctuality record | ✓ | |
| Honesty and integrity | ✓ | | |
| Other | Commitment to equality of opportunity and the safeguarding and welfare of all students | ✓ | |
| | Committed to promoting the ethos of the school | ✓ | |
| | Commitment to own Continuing Professional Development and progression | ✓ | |
| | Willingness to undertake training and share knowledge; | ✓ | |
| | Set a good example in terms of dress, punctuality and attendance; | ✓ | |
| | First Aid certificate or willingness to gain one | | ✓ |
| | Right to work in the UK | ✓ | |
| | This post is subject to an enhanced Disclosure and Barring Service check | ✓ | |