

THE WESTGATE SCHOOL – ADMISSIONS OFFICER Person Specification

Qualifications and training	Essential	Desirable
Educated to GCSE level grade C or equivalent including Mathematics	√	
Administration experience	√	
Current valid UK driving licence	√	
Knowledge Able to evidence and apply knowledge and understanding of:	Essential	Desirable
Basic administrative duties including filing and photocopying	√	
ICT skills including basic or intermediate Microsoft programmes Word and Excel	√	
Electronic communication systems		√
Skills and abilities Able to demonstrate evidence of:	Essential	Desirable
Liaising confidently with a variety of staff and pupils	√	
Accurately entering data	√	
Recognising sensitive, confidential situations and dealing with them accordingly	√	
Dealing with a number of tasks simultaneously	√	
Communicating effectively and diplomatically both verbally and in writing at all levels	√	
Working to tight deadlines effectively	√	
Produce accurate information on a timely basis	√	
To learn new skills and be committed to professional development	√	
Successful proven experience of:	Essential	Desirable
Proven work record in an administrative environment	√	
Experienced at dealing with confidential information appropriately	√	
Previous employment in the education sector		√
Personal qualities, attitudes and approaches The successful candidate will:	Essential	Desirable

Excellent interpersonal skills	√	
Prepared to work flexibly within reason	√	
Suitable to work with children	√	
Have good command of the English Language both orally and in writing	√	
Able to work on own initiative, independently and as part of a team	√	
Be reliable and patient	√	
Demonstrate a methodical and organised approach to work	√	
Able to pay accurate attention to detail	√	