

ACADEMY SIMS & ADMISSIONS OFFICER Person Specification



ALEC REED ACADEMY
PROUD TO LEARN



Knowledge, Qualifications and Experience

Essential:

- GCSE English and Mathematics Grade C or above (or equivalent)
- Educated to A-Level standard
- Experienced and confident in the preparation and submission of Census throughout the Academic Year
- Experienced and confident in the use and management of SIMs
- Experienced in working in an educational environment or similar role
- Experienced in working under pressure and prioritising conflicting deadlines
- Excellent communication, numeracy and literacy skills
- Good organisational and administrative skills with strong experience of Office 365

Desirable:

- Exposure to Primary School data input processes

Abilities and Interests

- Pro-active self-starter with excellent communication skills, interpersonal skills, and attention to detail
- Approachable manner with the ability to show assertiveness when necessary
- Ability to maintain calm during pressurised situations
- Reliable, conscientious and responsible
- Ability to provide support and in cases of emergency; covering classes in the absence of a teacher
- A demonstrable commitment to equality of opportunity
- Committed to maintaining high standards across the Academy
- A team player
- Adaptability and contributor to changing circumstances and new ideas
- Ability to develop and maintain good professional relationships with students, staff and parents
- A willingness to become involved in wider Academy initiatives and activities