

GLF Schools - Person Specification

Job Title: Admissions Administrator		
	Essential	Desirable
Education and Training		
GCSE grade C or equivalent in maths and English	√	
Good general level of spoken and written English	√	
Professional and Experience		
Experience of working in an education / school setting		√
Experience of working in a busy office environment	√	
Knowledge and Skills		
Good general ICT skills including competence in using Microsoft Excel, Word and Outlook	√	
ICT skills - Familiarity with Bromcom and Applicaa		√
Effective and clear communication skills	√	
Good administration skills	√	
Organised, able to prioritise and work to deadlines, use own initiative and keep line manager appraised	√	
Knowledge of school admissions process		√
Understanding of safeguarding guidelines and procedures		√
Knowledge of pupil attendance procedures		√
Personal Attributes		
Pleasant and welcoming manner	√	
Excellent time keeping and pattern of attendance	√	
Personal integrity and loyalty, ability to deal with sensitive information, always remaining confidential	√	
Ability to work both independently and as part of a team	√	
Ability to work effectively and respond well under pressure	√	
Flexibility and willingness to contribute to the wider school	√	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff Code of Conduct	√	
Safeguarding		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		

