

The Priory School

Person Specification

Admissions, Attendance and Reception Officer

Qualifications

Essential

- GCSE Grade C/4 or above (or equivalent) in English and Mathematics.
- Relevant administrative qualification or equivalent experience.

Desirable

- Qualification in Business Administration or related field.
- Attendance or admissions-related training.
- Current First Aid qualification (or willingness to undertake training).

Experience

Essential

- Experience of working in an administrative or customer-facing role.
- Experience of managing confidential information.
- Experience of using IT systems and Microsoft Office applications.

Desirable

- Experience of working within a school environment.
- Experience of admissions and/or attendance administration.
- Experience of using school management information systems, including SIMS, Medical Tracker and CPOMS.
- Experience of coordinating health services or managing medical records within a school setting.

Knowledge and Skills

Essential

- Excellent communication and interpersonal skills.
- Strong organisational and time-management skills.
- Ability to prioritise workload and meet deadlines.
- Good attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Strong IT and data management skills.
- Understanding of confidentiality and data protection requirements.

Desirable

- Knowledge of school admissions processes.
- Knowledge of attendance legislation and guidance.
- Understanding of safeguarding procedures within schools.
- Knowledge of first aid procedures, medicines administration and pupil health records.

Personal Qualities

Essential

- Professional and approachable manner.
- Friendly and welcoming attitude.
- Reliable, flexible and adaptable.
- Ability to remain calm under pressure.
- Commitment to providing excellent customer service.
- Commitment to safeguarding and promoting the welfare of children.
- Commitment to the school's Christian ethos and values, and to treating all members of the school community with dignity, respect and inclusivity.

Desirable

- Enthusiastic and proactive approach to work.
- Commitment to continuous professional development.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check, satisfactory references and other safer recruitment checks in line with *Keeping Children Safe in Education*.