

Admissions Officer and Administrator

Bristol Cathedral Choir School



Person Specification

Criteria	Essential	Desirable
Qualifications	<p>Good standard of written and spoken English</p> <p>Good standard of mathematical ability</p>	
Experience	<p>Experience of maintaining and manipulating computerised and/or paper based data/information</p> <p>Experience of working to strict requirements or procedures</p> <p>Experience of liaising with a range of stakeholders</p> <p>Experience of working to multiple short term and long term deadlines</p> <p>Experience of using IT softwares or systems</p>	<p>Current successful school administration experience</p> <p>Experience of school admissions administration</p> <p>Experience of using school specific IT systems, e.g. SIMS, ParentPay, PSF</p> <p>Experience of training others</p> <p>Experience of writing procedure guidance or instructions for others to follow</p>
Task / Role Management Skills	<p>Outstanding accuracy in all aspects of work</p> <p>Excellent organisational and administrative skills</p> <p>Ability to manage conflicting priorities in a calm and professional manner</p>	<p>Experience of organising and managing events</p> <p>Experience of compiling a file of formal evidence e.g. complaints, appeals</p>

	<p>Capability to master specific school IT systems and databases, with training</p> <p>Willingness to work cooperatively as part of a team</p> <p>Respect for the professional expertise of others</p> <p>Willingness to use constructive feedback to improve your performance</p>	
<p>Personal attributes</p>	<p>Ability to use your initiative and solve problems</p> <p>Willingness to shape your work to meet the needs of our teaching colleagues and students</p> <p>Desire to share expertise with others</p> <p>Willingness to work as part of the wider operational team to share workload</p> <p>Ability to understand written information to a high standard</p> <p>A positive and enthusiastic influence on others</p> <p>A personal commitment to quality and excellence</p> <p>Unflappable</p> <p>Good sense of humour</p>	

Communication Skills	<p>Confidence to challenge or provide constructive feedback, in a supportive and professional manner</p> <p>Confidence to ask others for help or guidance</p> <p>Ability to communicate to a high standard via writing, telephone and in person, with care, respect and professionalism</p> <p>Ability to adapt your communication approach according to the recipient</p>	<p>Experience of communicating with outside stakeholders, e.g. Bristol City Council</p>
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