Queens Drive Infant School

Attendance and Admissions Officer

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifications | Essential | Desirable | Method of assessment/Evidence |
| Grade 4 GSCE in English and Maths (or equivalent) | ✓ |  | Appropriate original certificates |
| First Aid Certificate |  | ✓ |
| Relevant computing/administration skills such as Office, note taking, data management etc. | ✓ |  |
| Experience |  |  |  |
| Working in an office environment | ✓ |  | Application form  Interviews  References |
| Experience of some level of autonomy and/or responsibility of workload | ✓ |  |
| Experience of schools |  | ✓ |
| Experience of processing data and information | ✓ |  |
| Experience in organising |  | ✓ |
| Basic skills, characteristics and competences |  |  |  |
| Awareness of and commitment to the safeguarding and welfare of children |  | ✓ | Application form  Interviews and pre-interview task  References |
| Ability and willingness to communicate on a day-to-day basis with staff and students | ✓ |  |
| Excellent English grammar and spelling | ✓ |  |
| IT skills | ✓ |  |
| Honest and trustworthy with confidential information | ✓ |  |
| Ability to manage multiple tasks, and prioritise workload | ✓ |  |
| Personal qualities |  |  |  |
| Friendly and approachable | ✓ |  | Application form  Interviews  References |
| Excellent organisation skills | ✓ |  |
| Good team player and reliable | ✓ |  |
| Patience and diplomacy | ✓ |  |
| Flexibility, initiative and resilience | ✓ |  |
| Ability to seek and act on advice, and willingness to respond to the needs of the school and requests from senior leadership | ✓ |  |
| Willingness to complete training as and when required | ✓ |  |