Queens Drive Infant School

Attendance and Admissions Officer

Person Specification

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| --- | --- | --- | --- |
|  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  | ✓  |   |