



Sixth Form Admissions & Marketing Manager

Person specification

The successful candidate will demonstrate:

Essential

- Experience of planning and organising events.
- Effective time management skills, well organised with the ability to plan and prioritise to meet deadlines
- Ability to build strong professional relationships with a range of stakeholders.
- Excellent communication skills, both written and verbal
- Excellent IT skills - including Microsoft Office
- Able to deal with, and react to, demanding situations in a calm and patient manner
- A strategic and targeted approach to achieving objectives
- Ability to work as part of a team as well as independent
- Creative and a competent problem solver
- An open communicator, willing to report progress and identify issues early on

Desirable

- Working experience in a school administration role
- Experience of marketing, including within a school environment
- Experience of outreach/student recruitment in school environment
- Knowledge of school admissions
- Knowledge of SIMS