



## Person Specification: Admissions Officer

### Overview:

We are looking for an enthusiastic individual who has a warm and encouraging manner. They will be reliable, organised, efficient, a good team player and appreciate the importance of excellence customer service. The successful candidate will be naturally confident, well presented, and friendly. They will be an experienced administrator, who thrives in a busy, exciting workplace and a 'people-person' who can passionately communicate to prospective parents what our wonderful school has to offer.

### Essential qualifications:

- Eligible to work in the UK
- An enhanced disclosure via the DBS (which the school can facilitate) or registration with the update service
- GCSE English Grade 5 or above, and A levels or equivalent

### Desirable qualifications:

- Safeguarding training
- Degree level qualification

### Essential experience:

- Experience of handling data/information
- Knowledge of Microsoft Office programs
- Excellent understanding of the English Language, including spelling and grammar
- Working efficiently under pressure with a high level of accuracy and attention to detail
- Ability to forward plan and organise/prioritise work to deadlines within a busy environment

### Desirable experience:

- Admissions experience in an educational setting
- Database entry
- Experienced administrator who thrives in a busy department
- Previous experience of working in a school
- Understanding of Keeping Children Safe in Education (KCSiE) and safeguarding in schools



## **Personal attributes:**

- Strong interpersonal and organisational skills, with an ability to remain calm, polite and cheerful
- A welcoming nature with excellent communication skills, naturally confidence and a good listener
- Ability to be discrete, diplomatic and empathetic
- Ability to build and maintain effective working relationships with a large cross-section of staff and parents
- A high level of self-motivation, resilience, enthusiasm and energy
- Reliable, dependable and good at using initiative effectively
- Ability to talk passionately and enthusiastically about the School

*St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and online digital presence checks if invited to interview.*