

General Administration & Admission Officer

Person Specification

	Essential	Desirable
Qualifications	Educated to GCSE Level	Above GCSE or comparable qualification
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Strong IT skills • Sound excel experience • Analytical skills, ability to understand and explain results • Experience of working with SIMS and producing advanced reports 	Experience of working in a school environment
Personal Qualities	<ul style="list-style-type: none"> • Ability to prioritise own workload • Accuracy and attention to detail • Excellent time management • Highly organized • Ability to work to deadlines • Willingness to undertake further training as required • Flexible and motivated • Trustworthy with a high degree of integrity 	