Person Specification

Admissions and Information Assistant

Part A
The following criteria (experience, skills and qualifications) will be used to shortlist at the application stage.

Essential

1. Experience of working in a busy administrative office
2. Good general ICT skills using a range of software, with specific experience of spreadsheets, databases, email and internet
3. Accurate data entry skills
4. Good interpersonal and communication skills
5. Good organisational skills
6. Able to work to tight deadlines
7. Able to use initiative and prioritise own workload
8. Able to maintain confidentiality

Desirable

9. Relevant experience of Capita One software applications
10. Experience of working within Education or schools

Part B

The following criteria will be explored further at the interview stage.

- ICT skills and experience
- Customer service experience
- Ability to work to tight and conflicting priorities
- Ability to work to deadlines and manage your own workload
- Commitment to equality of opportunity

Additional Information

Candidates will be expected to undertake an ICT test as part of the process.