

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 interpersonal and communication skills gained in a frontline customer service environment
3. Good general ICT skills using a range of software, with specific experience of spreadsheets, databases, email and internet
4. Accurate data entry skills
5. Good organisational skills with experience of multi-tasking
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.

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

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