

### Admissions and Appeals Officer – Person Specification

	Essential	Desirable	Measured by
<b>Qualifications Training</b>	<ul style="list-style-type: none"> <li>Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English or equivalent qualifications</li> <li>Commitment to training / health and safety legislation</li> <li>Valid driving licence and own transportation</li> </ul>	<ul style="list-style-type: none"> <li>Further professional qualifications</li> <li>Evidence of related training</li> <li>Level 2 Business administration qualification or equivalent</li> </ul>	<p>A/Q</p> <p>A/Q</p> <p>A/Q</p>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a team</li> <li>Experience in providing a high level of customer services</li> <li>Experience of general office procedures e.g. manual and computerised records and filing systems, photocopying, emails and faxes</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a school environment</li> <li>SIMS.NET</li> <li>A detailed working knowledge of the School Admissions and School Admissions Appeal Codes and the experience of applying the legislation and guidance to various situations, including at appeal hearings.</li> <li>Significant experience of working collaboratively with senior managers and other stakeholders</li> </ul>	<p>AI</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Skills and Ability</b>	<ul style="list-style-type: none"> <li>Ability to work in a challenging environment</li> <li>Ability to produce accurate work to tight deadlines</li> <li>Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate</li> <li>Organised approach to work in relation to professional standards and competencies</li> <li>Advanced ICT skills</li> <li>Flexible approach to changing work tasks and prioritising to specific needs</li> <li>Ability to maintain confidentiality at all times</li> <li>Ability to self-manage and motivate, making judgements and decisions where required.</li> <li>Ability to manage own work effectively</li> <li>Ability to develop effective working relationships with Headteachers, Governing Bodies and other stakeholders</li> <li>Highly effective problem solving skill</li> </ul>		<p>A</p> <p>A/I</p> <p>A/I</p> <p>A</p> <p>A</p> <p>A/IPE</p> <p>A</p>
<b>Personal Qualities and Attitude</b>	<ul style="list-style-type: none"> <li>Committed to safeguarding and promoting the welfare of children and young people</li> <li>High level of emotional intelligence</li> <li>Friendly and outgoing</li> <li>Able and willing to establish good professional relationships</li> <li>Commitment to high standards</li> <li>Commitment to team work</li> <li>Willingness to learn</li> </ul>		<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>