



PERSON SPECIFICATION – School Administrator – Admissions & Attendance

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification on their application form, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential (E)/ Desirable (D)	How Identified
Educated to an appropriate level, including GCSE English and Maths (or equivalent)	E	Application form
Computer literate to a good standard	E	
Willingness to undergo further training	E	
Level 3 Business-related qualification	D	
Knowledge & Experience	Essential (E)/ Desirable (D)	How Identified
Working in an administrative function	E	Application form/Interview/ Reference
Excellent administrative and organisational skills	E	
Experience of using Microsoft Office, e.g. Excel, Word	E	
Experience of using a Management Information System with the ability to run reports	E	
Experience of successfully dealing with the public via telephone and face to face contact	E	
Good standard of written and spoken English	E	
Experience within a busy School office and/or reception	D	
Knowledge of SIMS and/or experience of using a database	D	

Experience identifying interventions to raise attendance of pupils	D	
Experience analysing data and reports and identifying key insights	D	
Knowledge of the possible interventions to raise attendance	D	
Knowledge of the potential barriers to high attendance that pupils may face	D	
Knowledge of Children Missing in Education (CME) Procedures	D	
Personal Qualities	Essential (E)/ Desirable (D)	How Identified
Excellent communication skills, both written and oral	E	Application form/Interview/ Reference
Excellent organisational and time management skills	E	
Ability to maintain confidentiality at all times	E	
The ability to work as part of a team and use own initiative	E	
Able to work accurately with attention to detail	E	
Ability to work under pressure and prioritise effectively	E	
Committed to safeguarding, equality, diversity and inclusion	E	