



## St James Church of England Primary Academy



### Admissions Officer Person Specification

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

Criteria	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Good standard of general education (GCSE English and Maths or equivalent)</li> <li>• Evidence of continued professional development in administration or IT systems</li> <li>• First Aid qualification (or willingness to complete training)</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an administrative role in a busy environment</li> <li>• Experience of handling confidential data in line with data protection requirements</li> <li>• Experience of using or implementing digital or paperless systems (e.g. online forms, cloud storage, digital communication platforms)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or educational setting</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills, both written and verbal</li> <li>• Strong ICT skills, including Microsoft Office and cloud-based tools (e.g. Google Drive, SharePoint)</li> <li>• Ability to work with School Management Information Systems (Arbor)</li> <li>• Understanding of the importance of safeguarding and confidentiality in a school setting</li> <li>• Ability to plan, prioritise, and work independently with minimal supervision</li> <li>• Keen eye for accuracy and detail in record-keeping and communication</li> <li>• Confidence to suggest and support improvements to administrative processes</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of school admissions processes and policies</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Friendly, professional, and approachable manner</li> <li>• Resilient, adaptable, and able to remain calm under pressure</li> <li>• Enthusiastic and willing to learn and take initiative</li> <li>• Commitment to developing efficient, environmentally responsible (paperless) systems</li> <li>• Commitment to the values and ethos of the school</li> </ul>	