Person Specification: Admissions & Attendance Officer

Factors	Essential	Desirable
Qualifications	• Educated to GCSE level or equivalent Including English and Maths	
Experience	• Proven administration experience • Experience of handling data and information systems	• Previous experience in a school • Previous experience using Arbor Education system
Knowledge, Skills & Abilities	• Ability to work in an organised and methodical manner and maintain accurate records • Ability to convey information clearly and accurately orally and in writing to a range of people • Ability to take personal responsibility for organising day to day workload • Ability to work effectively and supportively as a member of the school team • • Knowledge of a range of computer applications • Demonstrate an understanding of confidentiality and child protection issues in a school setting	• Demonstrate a good understanding of the application of schools' admissions and attendance policies