

HIGHWORTH GRAMMAR SCHOOL
 Maidstone Road, Ashford, Kent TN24 8UD
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 E-mail: HR@highworth.kent.sch.uk
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**ADMISSIONS OFFICER
 PERSON SPECIFICATION**

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> GCSE English and Maths up to GCSE level grade C or above Experience of working in busy and demanding office Good ICT skills (MS Office applications) and in particular working with Excel spreadsheets High standard of written and spoken English Ability to take notes, minutes and draft letters Ability to tackle unfamiliar tasks with initiative, imagination and independence 	<ul style="list-style-type: none"> Previous Admissions/ Administrative experience School-based experience Working knowledge of SIMS (School Information Management System) Strong English Language qualification and/or Administration qualification Experience of working to strict policies and procedures
Knowledge, skills and abilities	<ul style="list-style-type: none"> Excellent telephone manner Self-motivated and willing to take on new tasks Excellent organisational skills and good attention to detail Ability to work under pressure and stay calm at all times Ability to preserve confidentiality Confidence to deal with parental enquiries and to attend admissions appeal panel boards Ability to work efficiently at speed Ability to work independently as well as in a team Good numeracy skills 	<ul style="list-style-type: none"> Experience of working in a school environment Working knowledge of SIMS (School Information Management System)